

# GMAT®

Information Bulletin

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The *GMAT® Information Bulletin* provides important information and outlines the binding terms and conditions for individuals planning to take the Graduate Management Admission Test® (GMAT®). The terms and conditions described in this Bulletin apply to all aspects of the GMAT® Program and are effective January 1, 2007. Please note that GMAT® terms and conditions, including, without limitation, all fees, rules, policies, and procedures, are subject to change by GMAC® without notice, and any such terms and conditions provided in any future Bulletin will supersede those provided in any previously published Bulletin in any prior period. See the Graduate Management Admission Council® (GMAC®) Web site, [www.mba.com](http://www.mba.com), for the most up-to-date information. The GMAT® test is sponsored, owned, and directed by GMAC®, a global not-for-profit organization composed of graduate business schools located in the United States and around the world. Two independent testing organizations assist GMAC® in the delivery of the GMAT® exam. Pearson VUE, a business of NCS Pearson, Inc., administers the GMAT® test and consults with GMAC® about general test-administration

policy. ACT, Inc., develops test material, provides certain scoring services, and conducts research relating to the test.

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# BUILD YOUR CONFIDENCE



**With the Official Guide  
for GMAT® Review - 11<sup>th</sup> Edition**

The new 11<sup>th</sup> edition includes a diagnostic test to help you assess where you need to focus your test-preparation efforts. And, if you need additional resources, there are two focused test-preparation guides:

- The Official Guide for GMAT® Quantitative Review
- The Official Guide for GMAT® Verbal Review

The questions in all three books are ordered by difficulty to help you save study time. There are also detailed answer explanations to help you more fully prepare for the GMAT® test. These are **the** only books on the market with real GMAT® questions and answers by the creators of the GMAT® exam.



**For more information, visit [www.mba.com](http://www.mba.com)**

# The GMAT® Exam

## About the GMAT® Exam

The Graduate Management Admission Test® (GMAT®) is a computer-based examination that is administered year-round at test centers throughout the world. The GMAT® exam measures verbal, mathematical, and analytical writing skills developed over time. It is specifically designed to help graduate management programs assess the qualifications of applicants for advanced study in business and management. GMAT® scores are used by more than 3,700 graduate management programs from more than 1,700 graduate management schools, many of which require GMAT® scores from each applicant.

The test does not measure subjective factors important to academic and career success—such as motivation, creativity, interpersonal skills, study skills, or overall success on the job. Your GMAT® scores are only one predictor of academic performance in the first year of graduate management school. To find out how your GMAT® scores will be used in the application review process, you should contact the admissions office at each school to which you are applying. The GMAT® test does not presuppose any specific knowledge of business or other specific content areas, nor does it measure achievement in any particular subject areas. Test takers should note that the GMAT® test is conducted entirely in English, all instructions are provided in English, and all responses must be entered using standard American English characters.

## What Is a Computer-Adaptive Test?

The GMAT® exam is a computer-adaptive test (CAT), which means that questions are selected as you take the exam. At the start of each multiple-choice section of the GMAT CAT® exam, you are presented with a question of middle difficulty. As you answer each question, the computer scores your answer and uses it—as well as your responses to any preceding questions and information about the test design—to determine which question to present next. As long as you respond correctly to each question, questions of increased difficulty typically will be presented. When you enter incorrect responses, the computer will generally present you with questions of lesser difficulty. As a result, you will get few questions that are either too easy or too difficult for you. Your next question will reflect both your previous performance and the requirements of the test design, which means that different test takers will be given different questions. Question selection is based on your responses to previous questions, and the GMAT CAT® adjusts to your individual ability level.

Because the computer uses your response to each question before selecting the next one, you must answer each question when it is presented. Once you answer a question and move on to another, you cannot go back and change your previous answers because the computer has already incorporated your answer and the test design requirements into its selection of your next question.

Each computer-based test section meets established specifications, including the types of questions asked and the subject matter presented. The statistical characteristics of the questions answered correctly and incorrectly, including their difficulty levels, are taken into account in the calculation of scores. Therefore, GMAT® scores of all test takers can be compared even though they answered different questions.

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## What Computer Skills Do I Need?

Minimal computer skills are required to complete the GMAT® test. You can download the free GMATPrep® test-preparation software designed to familiarize you with taking the GMAT® test at [www.mba.com/gmatprep](http://www.mba.com/gmatprep). Before you go to the test center, GMAC® recommends that you review the practice tests included with the software.

## What Can I Expect at the Test Center?

The GMAT® test is administered in individual computer workstations. You will have the opportunity to take two timed breaks, one after completing the essays and another between the Quantitative and Verbal sections. If you exceed the time allowed for the optional breaks during the GMAT® exam, the extra time will be deducted from the time allotted for completing the next section of exam material (the Quantitative or Verbal section).

You will be able to access the Help function at any time during the actual test administration, but any time spent reviewing the Help screens will count against the allotted time for the test section you are working on.

For specific information about identification requirements and test center procedures and rules, see page 7. For information about preparing for the test, including test-taking suggestions, see page 8 or visit [www.mba.com](http://www.mba.com).

## The GMAT® Format

The GMAT® exam includes Analytical Writing Assessment, Quantitative, and Verbal sections. For the Analytical Writing Assessment, you will be presented with two essay topics and will type your responses using the computer keyboard. Data Sufficiency and Problem Solving questions are intermingled throughout the Quantitative section, and Sentence Correction, Reading Comprehension, and Critical Reasoning questions are intermingled throughout the Verbal section. The Verbal and Quantitative sections contain computer-adaptive multiple-choice questions. The following chart provides timing information for each section of the test.

	Questions	Timing
<b>Analytical Writing Assessment</b>		
Analysis of an Issue	1 topic	30 minutes
Analysis of an Argument	1 topic	30 minutes
Optional Rest Break*		
<b>Quantitative</b> (Problem Solving and Data Sufficiency)		
	37 questions	75 minutes
Optional Rest Break*		
<b>Verbal</b> (Reading Comprehension, Critical Reasoning, and Sentence Correction)		
	41 questions	75 minutes
Total Time (with breaks)		4 hours (approx.)

\* For timing of Optional Rest Break, please visit [www.mba.com](http://www.mba.com).

Individual test questions are reviewed on a routine basis to attempt to eliminate language, symbols, or content considered to be potentially offensive or inappropriate for major subgroups of the test-taking population or that serve to perpetuate any negative attitude about these subgroups. In addition, statistical procedures are applied to help identify questions that may provide an unfair advantage to members of any particular group.

## Analytical Writing Assessment

The Analytical Writing Assessment (AWA) portion of the GMAT® test consists of two 30-minute writing tasks—Analysis of an Issue and Analysis of an Argument. For **Analysis of an Issue**, you will need to analyze a given issue or opinion and then explain your point of view on the subject by citing relevant reasons and/or examples drawn from your experience, observations, or reading. For **Analysis of an Argument**, you will need to analyze the reasoning behind a given argument and then write a critique of that argument.

The AWA is designed as a direct measure of your ability to think critically and to communicate your ideas. More specifically, the Analysis of an Issue task tests your ability to explore the complexities of an issue or opinion and, if appropriate, to take a position informed by your understanding of those complexities. The Analysis of an Argument task tests your ability to formulate an appropriate and constructive critique of a specific conclusion based upon a specific line of thinking.

Your essay scores are based on the overall quality of your ideas about the issue and argument presented; your overall ability to organize, develop, and express those ideas; the relevant supporting reasons and examples you use; and your ability to control the elements of standard written English. (Only standard American English characters may be used when entering your essay responses.) The issue and argument topics that you will find on the test concern subject matter of general interest, some related to business and some to a variety of other subjects. It is important to note, however, that none presupposes any specific knowledge of business or of other specific content areas—only your capacity to write analytically is being assessed.

You may download a list of more than 300 possible AWA topics for both Analysis of an Argument and Analysis of an Issue at [www.mba.com](http://www.mba.com). These topics are also available in *The Official Guide for GMAT® Review*. Topics from this list may (but will not necessarily) appear in your actual GMAT® exam.

## Quantitative Section

The Quantitative section of the test measures mathematical skills and understanding of elementary concepts, and the ability to reason quantitatively, solve quantitative problems, and interpret graphic data. Two types of multiple-choice questions are used in the Quantitative section—Problem Solving and Data Sufficiency. Both types of questions are intermingled throughout the section and require knowledge of arithmetic, algebra, and commonly known concepts of geometry.

**Problem Solving** questions are designed to test mathematical skills, understanding of mathematical concepts, and the ability to reason quantitatively and to solve quantitative problems.

Each **Data Sufficiency** question consists of a question and two statements, labeled (1) and (2), which contain additional information. You must decide whether the data given in the statements are sufficient for answering the question. Data Sufficiency questions are designed to measure your ability to analyze a quantitative problem, to recognize which information is relevant, and to determine at what point there is sufficient information to solve the problem.

For examples of each quantitative question type and directions for answering them, visit [www.mba.com/gmatprep](http://www.mba.com/gmatprep) to download the GMATPrep® software.

## Verbal Section

The Verbal section of the test measures your ability to read and comprehend written material, to reason and evaluate arguments, and to correct written material to conform to standard written English. Three types of multiple-choice questions are used in the Verbal section of the GMAT® exam—Reading Comprehension, Critical Reasoning, and Sentence Correction.

**Reading Comprehension** passages are accompanied by interpretive, applied, and inferential questions. The passages are up to 350 words long, and they discuss topics from the social sciences, the physical or biological sciences, and such business-related fields as marketing, economics, and human resource management. Reading Comprehension questions measure your ability to understand, analyze, and apply information and concepts presented in written form. All questions are to be answered on the basis of what is stated or implied in the reading material; no specific knowledge of the material is required.

**Critical Reasoning** questions are designed to test the reasoning skills involved in (1) making arguments, (2) evaluating arguments, and (3) formulating or evaluating a plan of action. The materials on which questions are based are drawn from a variety of sources. No familiarity with the subject matter of those materials is presupposed.

**Sentence Correction** questions ask you which of the five choices best expresses an idea or relationship. The questions will require you to be familiar with the stylistic conventions and grammatical rules of standard written English and to demonstrate your ability to improve incorrect or ineffective expressions.

For examples of each verbal question type and directions for answering them, visit [www.mba.com/gmatprep](http://www.mba.com/gmatprep) to download the GMATPrep® software.

## Scheduling Your Appointment

Admission deadlines for graduate schools vary. Check with the schools to which you are applying and make your test appointment early enough to allow your scores to be reported before the schools' application deadlines. Although it *may* be possible to schedule your test appointment a few days before you take the test, appointments fill up quickly. Please note that you may not schedule an appointment more than six (6) months in advance. You will receive an Unofficial Score Report at the test center, but it can take up to 20 days for you or any schools you designate to receive your Official Score Report.

**When scheduling your test appointment, be sure that the spelling of your name and the date of birth you provide match EXACTLY the name and date of birth printed on the identification you will present at the test center. If this information does not match, you will NOT be admitted and you will forfeit your entire test fee.** For more information about what forms of identification will be accepted, please see page 7.

If a technical error for which you are not responsible occurs when you schedule a GMAT® appointment, Pearson VUE will make every effort to correct the error. If the error cannot be corrected, your only recourse is to reschedule your appointment at no additional cost or receive a refund.

## Registering for the GMAT® Test

To register, you must first select a test center location. Test centers operate on their own schedules and can accommodate varying numbers of test takers throughout the day. To choose the most convenient location for your test administration, refer to the Test Center List on page 37. Once you have selected a test location, you will need to schedule a GMAT® test appointment online, by phone, by fax, or by mail. Available time slots change continuously as people register for the test or reschedule their test appointments. You will select from available testing times at your chosen test center when you register.

**Online:** You may schedule your test appointment online at [www.mba.com](http://www.mba.com). If you have not already signed up as an mba.com user, you will be required to do so before you schedule your test appointment. Be sure to enter your name and date of birth exactly as they appear on the identification you will present at the test center. Fee payments for test appointments made online can only be made by credit card (see “Test Fees” on the following page).

**Phone:** To schedule your test appointment by phone, contact GMAT® Customer Service in your region using the instructions below. Fee payments for test appointments made by phone can only be made by credit card (see “Test Fees” on the following page).

**Mail or Fax:** To schedule your appointment by mail or fax, complete the GMAT® Appointment-Scheduling Form located on page 29 and mail or fax it using the GMAT® Customer Service information provided on the form. Be sure to include appropriate payment (see “Test Fees” on the following page). *Requests received without payment will be returned unprocessed.*

Your appointment will be confirmed via e-mail if you provide an e-mail address when you register. E-mail confirmation notices are sent soon after Pearson VUE schedules your appointment. If you do not provide an e-mail address, you will receive confirmation in a mailed letter; depending on where you live, this letter may take several weeks to arrive. If you schedule your appointment within three (3) calendar days of the test administration and do not provide an e-mail address, you will not receive a confirmation letter.



## Test Fees

Visit the the Web site **www.mba.com** to obtain current information about test and service fees. You may also contact GMAT® Customer Service in your region using the information below.

### PREFERRED FORMS OF PAYMENT

- Credit card\* (Visa®, MasterCard®, American Express®, or JCB®)
- Debit card (Visa® or MasterCard® only)
- Cashier's check (mailed forms only)
- Money order (mailed forms only)
- Personal check (mailed forms only)

### OTHER PAYMENT POLICIES

Payments made by check must be payable in U.S. dollars and drawn on banks located in the United States.

All payments must be made in full, include the correct numeric and written fee amount, have the appropriate signature(s), and be made payable to Pearson VUE -GMAT. Postdated checks will not be accepted. The bank name and its location should be preprinted on the face of the check. Taxes must be included where applicable, and the appointment date must be at least 10 calendar days after the check is received to allow time for processing. (Refer to **www.mba.com** for current tax information.) Please keep in mind that it can take up to eight (8) weeks for letters to reach the U.S. from some countries.

By sending a personal check, you are authorizing Pearson VUE, at its discretion, to use the information on your check to make a one-time electronic debit from your account for the amount of your check; no additional amount will be added. An additional service fee will be debited electronically from your account if your check is returned. For the most up-to-date information about this fee, please refer to **www.mba.com**.

If payment is not submitted in U.S. dollars or otherwise does not comply with the above requirements or other standard banking practices, your registration or request for service will not be processed and your payment will be rejected and/or returned. Any questions regarding billing or refunding should be directed to GMAT® Customer Service using the contact information below.

\*If your credit card is declined, your appointment will automatically be canceled. Upon notification of the cancellation, you will be responsible for scheduling your test appointment again using a valid form of payment.

## Test Takers Under Age 18

You must be at least 13 years old to register for and take the GMAT® exam. If you are between the ages of 13 and 18 you are required to send a form signed by your parent or legal guardian to GMAT® Customer Service in your region before taking the test. This form authorizes you to take the GMAT® exam and states that you and your parent or legal guardian agree to adhere to all terms and conditions contained in this Bulletin, including, but not limited to, those related to testing; score cancellations; privacy policies; and the collection, processing, use, and transmission to the United States of your personally identifiable data (including the digital photograph, signature, and/or fingerprint, and audio/video recording collected at the test center), and disclosure of such data to GMAC®, its service providers, any score recipients you select, and others as necessary to prevent unlawful activity or as required by law. Please contact GMAT® Customer Service to obtain a copy of the authorization form. The form must be received by Pearson VUE at least three (3) days before your scheduled appointment or the appointment will be canceled.

## Testing Accommodations

GMAC® and Pearson VUE are committed to providing access to the GMAT® exam by offering reasonable accommodations to test takers with disabilities in accordance with the United States Americans with Disabilities Act and other applicable law. Testing accommodations are available for test takers who meet certain eligibility criteria and properly document their request. To register as a test taker with a disability, obtain a copy of the *Supplement for Test Takers with Disabilities*. Note: Accommodation decisions may take six (6) to eight (8) weeks, and you must receive accommodation approval before scheduling a GMAT® appointment.

You can download the Supplement at **www.mba.com** or order a copy from GMAT® Customer Service in your region using the contact information on page 7.

## Rescheduling or Canceling Your Appointment

If you decide to reschedule your test appointment, you can do so online or by phone (follow the instructions in "Scheduling Your Appointment" on the previous page). To avoid having to pay the full test fee again, you must visit **www.mba.com** or call GMAT® Customer Service to reschedule **at least seven (7) calendar days** before the original appointment date and time. You will be charged a service fee for each appointment you choose to reschedule. If you reschedule less than seven (7) calendar days before your appointment, the original fee will not be refunded and you will be charged the full test fee for the new appointment. Appointments must be rescheduled within six (6) months of the date you are rescheduling your appointment. Visit **www.mba.com** to obtain current rescheduling fee information. Fees are subject to change without notice.

If you decide to cancel your test appointment, you can do so online or by phone (follow the instructions in "Scheduling Your Appointment" on page 5). You must visit **www.mba.com** or call GMAT® Customer Service to cancel **at least seven (7) calendar days** before the date and time of your scheduled appointment or your entire test fee will be forfeited. You will receive a partial refund of your test fee if your cancellation request is received at least seven (7) calendar days prior to your scheduled appointment. Visit **www.mba.com** to obtain current cancellation refund information. Refunds are made in U.S. dollars. If you paid by credit card, that card will be credited; if you paid by check or money order, you will receive a refund check. Refund amounts are subject to change without notice.



## Test Day\*

Make sure you know where the test center is and arrive at least 30 minutes prior to your scheduled Graduate Management Admission Test® (GMAT®) appointment. You will need to check in when you arrive at the test center. If you arrive more than 15 minutes after your scheduled appointment time, you may not be admitted and your entire test fee will be forfeited.

Test centers do not have large waiting areas. If friends or relatives accompany you to the test center, they will not be permitted to wait in the center or contact you while you are taking the test.

Part of the check-in procedure will include identification (ID) verification. In addition to the valid ID you must present at the test center, a digital photograph, signature and/or fingerprint will also be collected at the test center.

Personal items, such as cell phones, backpacks, purses, and handbags are not permitted in the testing room. After you check in and before you enter the testing room, you will be asked to deposit personal items in a locker. Storage space is small, so please plan accordingly. Neither GMAC® nor the test centers assume any responsibility for your personal belongings. GMAC® recommends that you dress so that you can adapt to variations in room temperature.

The GMAT® exam is administered in an individualized environment, in the quiet and privacy of separate workstations. Testing premises are subject to audio/video recording.

On occasion, weather conditions or other circumstances beyond the control of the test center or Pearson VUE may require a delayed start or the rescheduling of your test appointment. If technical problems caused by the test center or Pearson VUE necessitate canceling your test session or prevent reporting of your scores, you will be offered the opportunity to schedule another test appointment free of charge or receive a full refund of the original test fee. **These remedies are the exclusive remedies available to examinees affected by technical problems.** Please see “Examinee Remedies” on page 24 for additional information.

\* Please see *Policies and Procedures* for more details.

## Identification Requirements

**You MUST present acceptable, original, and valid identification (ID), as described on this page and at [www.mba.com/gmatidpolicy](http://www.mba.com/gmatidpolicy), to be admitted to the test center. ID requirements are strictly enforced. It is your responsibility to read and understand the instructions and requirements. If you do not present appropriate ID, you will not be admitted to the test center and will forfeit your entire test fee.**

Admittance to the test center does not imply that the identification you presented was valid. If it is determined that your ID was fraudulent or otherwise invalid, your test scores will be canceled and your entire test fee will be forfeited. Notification of the cancellation will also be sent to any institutions that received your scores and may include the reason for the cancellation.

**Note: If you have questions about the following ID requirements, please contact GMAT® Customer Service BEFORE you arrive at the testing center (please see below).**

### Acceptable Forms of ID

- Passport\*
- Government-issued driver's license
- Government-issued national/state/province identity card (including European ID card)
- Military ID card

You must present **at least one** of the forms of government-issued identification listed above when you arrive at the test center. The ID must be—

- current (not expired),
- legible, and
- must bear your name in the Roman alphabet (as used in this Bulletin) exactly as you provided when you made your test appointment.

If your name has changed since you completed your GMAT® registration, including order and placement of the names, you may request a name change by contacting GMAT® Customer Service in your region.

Your identification must include—

- your name in the Roman alphabet (as used in this Bulletin) exactly as you provided when you made your test appointment.
- a recent, recognizable photograph
- your signature, and
- the date of birth you provided at registration.

If you cannot provide one form of ID that includes all four (4) of these, you will be required to present a second ID also from the list that includes the missing element(s). In many countries, the only form of identification that meets the requirement is a passport. Depending on where you are testing, special ID requirements may be applicable as follows:

\*If you are testing in **Bangladesh, China (including Hong Kong), India, Japan, South Korea, Pakistan, or Singapore**, you **must** present your passport as your identification.

\*If you are testing **outside your country of citizenship**, you must present your passport as identification, unless you are—

- a citizen of a **European Union or Schengen Zone** country testing in another of those countries, in which case you may present your passport, national identification card, or European identity card, OR
- a permanent U.S. resident testing in the United States, in which case you may present a passport or a permanent resident card (green card).

If you are a citizen of a country against which trade, export, boycott, or other sanctions have been imposed by the U.S. government, you must be able to prove primary residence in a country not subject to any such sanctions prior to testing. For the most current information and requirements, please visit [www.mba.com](http://www.mba.com) or contact GMAT® Customer Service in your region.

If you are a refugee as recognized by the U.N. or certain international laws, please contact GMAT® Customer Service for your region.

**Note: No other forms of identification will be accepted at the test center. Unacceptable forms of ID include social security cards, draft classification cards, credit cards, employee or student IDs, letters from your university or college, IDs with physical descriptions in place of photos, or any other kind of ID that does not meet the requirements described above.**

## Test Preparation for the GMAT®

GMAC® believes that all GMAT® test takers should be familiar with the format of the test and the kinds of questions asked on the test before they take the exam. Therefore, GMAC® offers the GMATPrep® software at no charge to all prospective test takers. GMATPrep® software features two full-length, timed, Computer-Adaptive GMAT® tests whose delivery simulates that of the actual exam. It includes a set of practice questions for each type of question asked on the exam, answers, and explanations, as well as a comprehensive math review and real-time scoring of the multiple-choice sections. The complete GMATPrep® software can be downloaded for free when you sign up as a user on [www.mba.com](http://www.mba.com). A free CD-ROM version of the GMATPrep® software is also offered to those scheduling their first appointment to take the GMAT® exam. The software requires Microsoft® Windows® (it is not compatible with Apple® Macintosh® products). To access the GMATPrep® software, visit [www.mba.com/gmatprep](http://www.mba.com/gmatprep).

For a more extensive selection of questions, you may wish to purchase *The Official Guide for GMAT® Review* from the e-store at [www.mba.com](http://www.mba.com). The Guide contains more than 800 actual GMAT® questions. If you would like additional practice on either the Verbal or Quantitative Sections, you can purchase *The Official Guide for GMAT® Verbal Review* and *The Official Guide for GMAT® Quantitative Review* from the mba.com store. Each of the Supplements includes approximately 300 questions for you to use in your review. You can also practice taking the GMAT® exam with the GMAT® Paper Tests available at [www.mba.com](http://www.mba.com). Each set of three “retired” tests includes the multiple choice sections of the exam, an answer sheet, and instructions for converting your raw score to the equivalent GMAT® score.

## Test-Taking Suggestions

Although each test taker must decide what approach to take in preparing for and taking the GMAT® exam, GMAC® offers the following suggestions:

- Use the allotted testing time wisely by becoming familiar in advance with the test, the kinds of questions asked, and directions for each section. Become familiar

with the formats and requirements of each section by downloading the free GMATPrep® software available at [www.mba.com/gmatprep](http://www.mba.com/gmatprep). Once you start the test, an onscreen clock display will count down the remaining time. You can hide this display if you want, but it is a good idea to check the clock periodically to monitor your progress. The clock will automatically alert you by turning yellow and, if hidden, reappearing when five (5) minutes remain for the section you are working on.

- Read all test directions carefully. The directions explain exactly what is required to answer each type of question. To review directions during the test, click the Help icon, but be aware that this will count against your allotted time for that section of the test.

- Read each question carefully and thoroughly. Before answering a question, determine exactly what is being asked, then eliminate the wrong answers and select the best choice. Never skim a question or the possible answers; skimming may cause you to miss important information or nuances. However, if you do not know the correct answer, or if the question is too time-consuming, try to eliminate choices you know are wrong, select the best of the remaining answer choices, and move on to the next question.

- *Keep moving through the test and try to finish each section. The best strategy is to pace yourself so that you have time to consider each test question and make your best answer choice. Randomly guessing answers to questions at the end of each test section can significantly lower your scores.*

- Once you have selected your answer to a question you will be asked to confirm it. You should confirm your answer only when you are certain that you want to move on to the next question. Remember, you cannot omit questions or go back and change answers. The computer selects the next question you see based upon your previous responses.

- *Pace yourself so that you have enough time to answer every question. Pay attention to the number of questions and the amount of time remaining during your testing session. On average, you have about 1¼ minutes for each verbal question and about 2 minutes for each quantitative question. (If you do not finish in the allotted time, you will still receive scores as long as you have worked on every section. However, your scores will reflect the number of questions answered, and your score will decrease significantly with each unanswered question.)*

- Your GMAT® scores will depend on several characteristics of the questions presented to you, including difficulty level, your answers to those questions, and the number of questions you answer. Adaptive test score calculations do not assign any differential credit to questions depending on where they appear in the test. The questions in an adaptive test are weighted according to their difficulty and other statistical properties, not according to their position in the test.

- To prepare for the Analytical Writing Assessment, practice with sample writing topics listed on [www.mba.com](http://www.mba.com) or in *The Official Guide for GMAT® Review*. These topics may appear in your actual GMAT® exam. You will have 30 minutes to compose each essay.

## Canceling Your Scores

The only opportunity that you will have to cancel your scores is at the test center on the day of your exam. Immediately after you complete the test—but before you can view your scores—a message will appear asking if you want to cancel your scores. If you choose to cancel your scores, you will not be able to view them. GMAC® cannot honor requests for partial cancellation of GMAT® scores. For instance, you cannot cancel your Analytical Writing Assessment score and keep your Verbal and Quantitative scores. If you cancel your scores—

- they cannot be reinstated;
- you will not be eligible for a refund of any fees; and
- the score cancellation will remain a part of your permanent record and will be reported on future score reports.

Any other cancellation of your score is at the sole discretion of GMAC® and Pearson VUE.

## Sending Your GMAT® Scores to Schools

Before test day, you should decide which GMAT® Programs you want to receive your scores. On the day you take the GMAT® test, before you begin the exam, you will be given the opportunity to select up to five

programs to receive your score report. Your basic test registration fee covers the release of your scores only to the programs you select on test day. Once you have made your selections, you will not be able to change or delete the programs you have selected.

Review the GMAT® Program Code List available at [www.mba.com](http://www.mba.com) for a complete list of authorized GMAT® score-report recipients. Most institutions have several programs listed, so be sure you select the right one.

## Additional Score Reporting

If you wish to send your scores to any graduate management programs after test day, or if you wish to send your scores to more than five graduate management programs, you may use the Additional Score Reporting service. You will be charged a fee for each additional score report requested.

**Requests received without payment, or with insufficient payment, will be returned without processing.** You will receive a confirmation letter and, if you request, a score report listing the additional programs. Reports will generally be sent within 20 days of the request being received. Scores from all the GMAT® tests you have taken in the last five years will be reported. You may order an Additional Score Report with a credit card by—

- Going online to [www.mba.com](http://www.mba.com), or
- Calling GMAT® Customer Service or faxing the Additional Score Report Request Form following the instructions on page 32.

You may also pay by check or money order by mailing the Additional Score Report Request Form to GMAT® Customer Service.

Recipients selected to receive your scores cannot be changed or deleted once your request has been submitted.

Requests for Additional Score Reports for tests taken more than five (5) years, but less than 10 years, prior to the day you are making the request may be charged an additional fee. You must make requests for such score reports by calling GMAT® Customer Service in your region. Score reports more than 10 years old are not available.

## Understanding Your Scores

The GMAT® test yields four scores: Verbal, Quantitative, Total, and Analytical Writing Assessment. Each of these scores is reported on a fixed scale. Total scores range from 200 to 800, with about two-thirds falling between 400 and 600. Verbal and Quantitative scores range from 0 to 60, although scores below 10 and above 50 are rare. The Verbal and Quantitative scores measure different constructs and are not comparable to each other. Analytical writing scores, which range from 0 to 6, are computed separately from the scores for the multiple-choice sections of the test and have no effect on the Verbal, Quantitative, or Total scores. All questions regarding your GMAT® scores must be directed to GMAT® Customer Service (see below). Test center staff cannot answer questions about test scores, nor can they help you obtain your official score report.

## Score Reports

When you complete the GMAT® test, a screen will appear asking if you want to report your scores or cancel them. If you choose to report your scores, you will be able to view and print an **Unofficial Score Report** that shows your Quantitative, Verbal, and Total scores, as well as any schools you designated as score-report recipients. The test administrator will provide you with a printed copy as you leave the testing center. It is important to keep in mind that if you choose to report your scores, you cannot cancel or withdraw them at a later date.

An **Official Score Report** that includes your Analytical Writing Assessment (AWA) score will be made available to you online and to designated score-report recipients approximately 20 days after the test. If you provided an e-mail address when you registered for the GMAT® exam, you will receive an e-mail with a security-coded URL to link to your score report. To access your Official Score Report, you will need the Authentication Code that was provided to you with your Unofficial Score Report. If you cannot locate your Authentication Code, please contact GMAT® Customer Service in your region for a replacement code.

If you do not have access to the Internet, you may request to have your scores mailed to you. If you choose to receive your score report by mail, please allow for possible delivery delays, particularly to addresses outside the United States.

You must at least begin both essay questions and work on each multiple-choice section (Verbal and Quantitative) of the test to get an immediate Unofficial Score Report and an Official Score Report. Official Score Reports include all GMAT® score results you have achieved in the last five (5) years.

The contact and demographic information that you were required to provide to register for the test will appear on your score report. The digital photograph and/or signature you provide at the test center may be sent with your score report to the score recipients you select, if those recipients have asked to receive such information. In addition, if you provided the following background information during registration or on the day of the test, it may also appear on your score report: telephone number; undergraduate institution, grade point average (GPA), major, and date of graduation; intended graduate study; and the highest level of education attained. This information is self-reported and will be marked as such.

You may request additional score reports for tests taken up to ten (10) years prior to the day you are making the request. These scores may be processed for an additional fee. Because scores that are more than five (5) years old are outdated and can present interpretation problems, they will include a statement indicating the special nature of the scores when sent to GMAT® Programs. *Note: If you have taken the GMAT® exam within the past five (5) years, you may not request older score reports.*

## How Schools Use and Interpret Scores

GMAT® scores have two important characteristics:

- They are reliable measures of certain developed skills that have been found to be important in the study of management at the graduate level. They have also been shown to be good predictors of academic success in the first year of study at graduate schools of management.

■ Unlike undergraduate grade point averages (or assessments) and curricula, which vary in their meaning across institutions, GMAT® scores provide school professionals with a consistent, standardized evaluation tool for all applicants.

GMAC® has published guidelines for the use of GMAT® scores. The guidelines are provided to all graduate management schools that use GMAT® scores and are included below. The test alone does not measure all the characteristics related to success in graduate school. Admissions officers may also consider an applicant's undergraduate record and other information obtained from applications, interviews, and letters of recommendation.

Each school evaluates the scores in its own way; there are no "passing" or "failing" GMAT® scores. Your GMAT® performance can be related by a school to the total testing population for the past three (3) years, or to others applying to the same school (local norms).

## Retaking the GMAT® Exam

Sometimes it is necessary or desirable to take the GMAT® test more than once. For example, a graduate management program may request more recent scores than you have on record. However, unless your scores seem unusually low compared with other indicators of your preparation for graduate management study, or unless there are other reasons to believe that you did not do your best on a test for which scores have been reported, taking the GMAT® test again may not be helpful. It is unlikely to result in a substantial increase in your scores; in fact, your scores may decrease. If you repeat the test, all scores for tests you have taken in the past five (5) years will be reported to the graduate management programs you designate as score recipients. If you repeat the test and want to resend your scores to programs that previously received your scores, you must reselect those GMAT® Programs at the time you take the test or order an Additional Score Report after your exam. Any repeated GMAT® testing is subject to the GMAT® retest policy.

## Retest Policy

You may take the GMAT® test only once within any period of 31 consecutive calendar days and no more than five (5) times within any period of 12 consecutive calendar months. In addition, if you score 800 on the exam, you will be prohibited from testing for five (5) years from your exam date. GMAT® Customer Service representatives and test administrators are not authorized to waive or modify the retest policy for any reason.

If you take the GMAT® test more often than allowed, your scores from each unauthorized test administration will be withheld or canceled and your entire test fee will be forfeited. You may also be prohibited from future GMAT® testing and may be subject to other remedial actions. This policy has been established to enhance the validity and security of the GMAT® exam. Note that the retest policy will be enforced even if a violation is not immediately identified and test scores have been reported. In such cases, the invalid scores will be canceled, and score-report recipients will be notified of the cancellation.

## Guidelines for the Use of GMAT® Scores

### Introduction

These guidelines have been prepared to provide information about the appropriate use of GMAT® scores to evaluate candidates for graduate management study. They are also intended to protect students from unfair decisions based on inappropriate use of scores. The guidelines are based on several policy and psychometric considerations:

- GMAC® has a responsibility to inform users of the scores' strengths and limitations. Users have a responsibility to use the scores in an appropriate manner.
- The purpose of any testing instrument, including the GMAT® exam, is to provide information to assist in making decisions; test scores should not be used in isolation when making decisions.
- GMAT® test scores are one of a number of sources of information and should be used, when-

ever possible, in combination with other information and, in every case, with full recognition of what the test can and cannot do. The primary advantage of the GMAT® exam is that it provides a common measure of candidates' abilities, administered under standardized conditions, with known reliability, validity, and other psychometric qualities. It cannot and does not measure all the qualities important for successful graduate study in management and other related pursuits. There are psychometric limitations to any test—for example, only score differences of certain magnitudes are reliable indicators of real differences in performance. Such limits should be taken into consideration as GMAT® scores are used.

## Specific Guidelines

### 1. EVALUATE CANDIDATES USING MULTIPLE CRITERIA.

The GMAT® test alone does not measure every skill necessary for graduate management academic work, nor does it measure subjective factors important to academic and career success, such as motivation, creativity, and interpersonal skills. Therefore, all available pertinent information about an applicant should be considered before a selection decision is made. GMAT® scores should be used as only one of several criteria.

### 2. INTERPRET THE AWA SCORE ON THE BASIS OF THE CRITERIA AND STANDARDS ESTABLISHED IN THE GMAT® SCORING GUIDES.

These criteria and standards are the best source for interpreting the Analytical Writing Assessment (AWA) score. Recognize that the score is based on two 30-minute written responses that represent first-draft writing samples. Each response is evaluated according to the scoring guides, but the average score can result from different combinations of ratings.

### 3. ESTABLISH THE RELATIONSHIP BETWEEN GMAT® SCORES AND PERFORMANCE IN YOUR GRADUATE MANAGEMENT SCHOOL.

To the extent feasible, each program using GMAT® scores should evaluate the relationship between test scores and measures of performance in its academic program by performing a GMAT® Validity Study. These studies inform graduate management programs about the predictive validity of GMAT® scores relative to their students' first-year academic performance. In addition, other criteria used in combination with test scores should be reviewed to determine whether the weights attached to the par-



ticular measures are appropriate for optimizing the prediction of performance in the program.

#### 4. AVOID THE USE OF "CUTOFF" SCORES.

The use of arbitrary cutoff scores (below which no applicant will be considered for admission) is strongly discouraged. Distinctions based on score differences not substantial enough to be statistically meaningful should be avoided. Cutoff scores should be used only when there is clear evidence that a large proportion of the applicants scoring below the cutoff scores cannot perform satisfactory work. In addition, schools should attempt to ensure that the use of cutoff scores does not result in the systematic exclusion of members of either sex, of any age or ethnic groups, or of any other relevant groups.

#### 5. DO NOT COMPARE GMAT® SCORES WITH THOSE ON OTHER TESTS.

Although GMAT® scores may resemble those used for other tests, the scores should not be compared.

## Appropriate Uses of GMAT® Scores

### 1. FOR SELECTION OF APPLICANTS FOR GRADUATE STUDY IN MANAGEMENT.

A person's GMAT® scores tell you how the person performed on a test designed to measure general verbal, quantitative, and analytical writing skills that are associated with success in the first year of study at graduate schools of management and that have been developed over a long period of time. Scores should be used in conjunction with other information to help estimate performance in a graduate management program.

### 2. FOR SELECTION OF APPLICANTS FOR FINANCIAL AID BASED ON ACADEMIC POTENTIAL.

### 3. FOR COUNSELING AND GUIDANCE.

Undergraduate counselors may be able to help students gauge their readiness for graduate management programs by reviewing their GMAT® scores.

## Inappropriate Uses of GMAT® Scores

### 1. AS A REQUIREMENT FOR AWARDING A DEGREE.

The GMAT® test is designed for selection for graduate management study, financial aid awards, or counseling and guidance. Any other purpose should be avoided.

### 2. AS A REQUIREMENT FOR EMPLOYMENT, LICENSING OR CERTIFICATION TO PERFORM A JOB, OR FOR JOB-RELATED REWARDS (RAISES, PROMOTIONS, ETC.).

The use of the GMAT® scores for these purposes is inappropriate. Further, programs using the GMAT® exam may not supply score reports for any of these purposes.

### 3. AS AN ACHIEVEMENT TEST.

The GMAT® exam is not designed to assess an applicant's achievement or knowledge in specific subject areas.

## Tools to Help You

### Which business school is right for you?



#### mba.com school search service

Recently updated, this free resource available on mba.com makes it easy to find a school that is right for you. The user-friendly, searchable database allows you to explore and compare characteristics of more than 800 business school programs. Unique in the market, mba.com school search service data are independently verified to ensure the quality and comparability of information. Plus, now you can save searches and programs, and add your own notes.

**mba.com**





Dr. Sandra Shelton, DePaul University, congratulates newly capped Dr. Angela Andrews, Wayne State University.

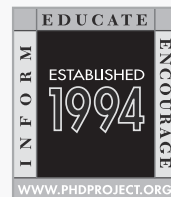
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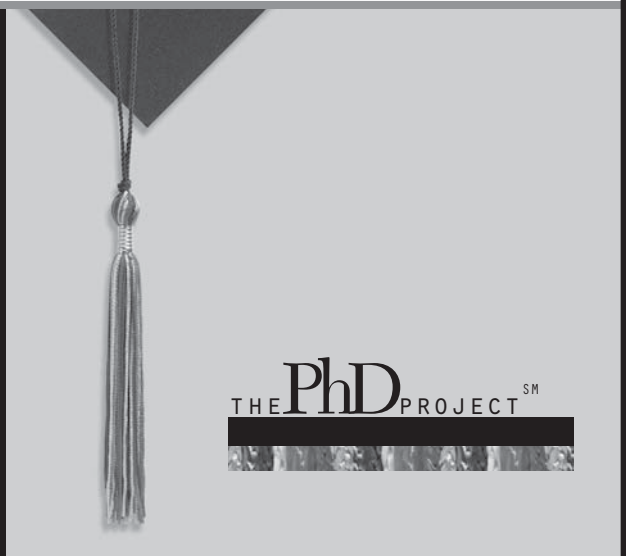
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**THE PhD PROJECT<sup>SM</sup>**

# Exploring the MBA®

## Exploring the MBA®

### Just Wanting an MBA is Not Enough

The strongest candidates competing to gain admission to graduate business schools (graduate management programs) are focused on their careers; they are clear about what is needed to get there and what it takes to be successful. Exhibiting undirected thinking or behavior might prevent you from gaining admission to an MBA program. More importantly, you will limit your return on investment if you blindly choose a school or are ill-prepared to take advantage of its educational opportunities.

Can you compete favorably? The only way to answer this question is to go through a self-assessment process that will help you identify your personal and career goals. Business school admissions counselors expect to see evidence of your professional interests to ensure that you will take full advantage of the MBA. The following are a few signs that you may not be ready for a graduate management program:

- When asked about post-MBA career aspirations, you give vague responses, such as: “I want to manage people” or “I want to be in management.”
- You do not have a clear idea what to do with, much less without, an MBA.
- You seek to avoid the job market by buying additional time in school.

### Examine Your Goals: Do a Self-Assessment

Lacking specific goals, you will be searching for a school without direction. A good self-assessment process—we suggest using the CareerLeader® assessment—will help you establish specific career and educational goals. This interactive, online tool, available on [www.mba.com](http://www.mba.com), analyzes your interests, abilities, and work reward values, giving you valuable information about career paths and work cultures in which you are most likely to thrive. A self-assessment can help you clarify your goals, make wise decisions and develop clear answers to the following questions:

- Why do you want or need an MBA? If you do not pursue an MBA, what are your options?
- Do you have natural aptitudes that others notice? Do those skills lend themselves to particular MBA vocations?
- Do you feel strongly about some function and/or industry within business?
- Do you need any additional resources (training, financial, personal, or professional) to achieve your long-term plans?
- How will you fund your MBA education?
- Are you ready to be a student again? Do you have the discipline and drive?

#### IN THIS SECTION:

Exploring the MBA®

Choose a Program Type

Identify the Best Schools for You

Apply Effectively

Decision Time



## Networking in the Business World

As you decide whether or not to apply to an MBA program, you should network with individuals in professional organizations that support your MBA objectives and solicit their opinions and advice. Talk to many people to get a fair sample of ideas and reduce the chances of obtaining one individual's personal bias. Perhaps the best way you can prepare yourself for potential careers is "informational interviewing" or talking to people who are doing the type of work you might want to pursue. At this stage, it is not necessary for you to know the job you want with 100% certainty, but you must at least have some direction. The value of informational interviewing is that professionals, who may be less willing to talk to you as a job applicant, will often take the time to share their experiences and offer advice. In the early stages of networking, you should cultivate at least one mentor. As you near MBA graduation, individuals in your network should know you well and may assist in your job search.



### TIP

#### Use your network and informational interviews to determine—

- if a certain career path still seems appealing to you after learning more about it;
- if an MBA seems essential, or helpful, to individuals in that career path;
- what gaps exist in your background, experience, or training that could prevent you from achieving your goals or if an MBA internship seems important;
- what expectations and preferences employers in a particular industry may have; and
- how to fine-tune your career plans and related school objectives.

## Your Investment of Time and Money

In addition to self-assessment and networking, you must weigh the costs and benefits of your potential MBA investment. Graduate school is likely to be the most substantial investment you will ever make in yourself. Given that 70% of MBA students borrow funds to pay for their education, ask yourself if you are willing to make a similar commitment. Please go to [www.mba.com](http://www.mba.com) for some factors you should consider when doing a "cost" versus "benefit" analysis.

## Choose a Program Type

### A Range of Options

Before you can begin comparing specific graduate management programs, make sure you select the type of degree program best suited to your future career path. This will help you narrow the field of possibilities. In light of your personal goals, consider the issue of program type and its implications relative to the following:

**Curriculum:** Do you already have a functional or industry specialty, or do you need an MBA to develop one?

**Career Path:** Is an MBA required for you to advance in your field or company, or are you looking to transition into a completely different function or industry?

**Career Counseling:** Do you need job search assistance or counseling? Do you plan to stay with your current employer after earning your degree?

**Lifestyle/Environment:** Are you ready to assume the responsibilities of an MBA-level position? How do you define work/life balance? What kinds of learning environments work best for you? Can you relocate?

**Overall Cost and Financial Aid Opportunities:** Do you need to continue working full time? Are you company sponsored? Do you need financial aid?

Following are very brief descriptions of some of the different types of MBA programs. Each has its own advantages and disadvantages relative to your educational and professional goals. A discussion of these advantages and disadvantages can be found on [www.mba.com](http://www.mba.com).



### TIP

**As you consider an MBA, keep in mind there is not an excess of MBA talent in the market.**

Most graduating MBAs secure multiple job offers—numerous opportunities exist for qualified candidates who present themselves and their credentials well. In a tight economy, the broader and more flexible your skill set, the more marketable you are. Whenever employers utilize fewer staff that must perform more tasks, employers value the broad MBA education. Smaller organizations place a high value on candidates who already possess advanced training and cross-functional skill sets. The job market for MBAs extends beyond the traditional multinational corporations to small and midsize companies that offer a wide array of opportunities for MBAs.

#### TWO-YEAR, FULL-TIME MBA PROGRAMS (18 TO 24 MONTHS)

Two-year, full-time MBA programs are typically four semesters of study spread over two academic years, with a three- or four-month period for an internship. The first year of study includes the core courses required of all MBAs. Choosing a specific concentration of study and electives occurs in the second year. The program is designed with the expectation that students are available during the business week for their studies and do not work full time. Relocation may be required to attend a program of choice.

#### ONE-YEAR, FULL-TIME MBA PROGRAMS (11 TO 16 MONTHS)

One-year, full-time MBA programs vary greatly from their two-year counterparts and often from one another. The length of the program is shorter because: (a) time in core classes is reduced or (b) limits are placed on opportunities to specialize. Often these programs have strict prerequisites for experience and/or academic background. Internship opportunities are limited, with no extended break between semesters. The program is designed with the expectation that

students are available during the business week for their studies and do not work full time. Relocation may be required to attend a program of choice.

#### PART-TIME PROGRAMS

Part-time programs are designed for working professionals. They may require the same number of courses as their full-time counterparts, but courses are usually scheduled year-round and for a longer period of time. Part-time programs may offer the same ability to specialize as full-time programs, but do not provide the opportunity for internships.

#### EXECUTIVE MBA (EMBA) PROGRAMS

EMBA programs are geared toward company-sponsored executives who have substantial experience. Classes generally meet on weekends or alternate weekends (Fridays and Saturdays) for up to two academic years. The EMBA program curriculum is designed to further executives' general management skills across all disciplines. There are limited or no opportunities to specialize; the underlying assumption is that executives are already specialists in a field or industry.

#### DISTANCE LEARNING PROGRAMS

Distance learning is a popular method of instruction via tools like the Internet, e-mail, and other interactive systems. This technology enables schools to experiment aggressively with unique modes of teaching.

#### JOINT OR DUAL DEGREE PROGRAMS:

A joint or dual degree program is generally a full-time MBA program partnered with another graduate program, each requiring separate admission. The total time to complete both degrees is condensed. Typical graduate options coupled with the MBA include law, healthcare, engineering, technology, international studies, and public policy.

#### SPECIALTY PROGRAMS

Specialty programs are very career specific (e.g., Master of Accountancy, Master of Healthcare/Hospital Administration, and Master of Computational Finance). Planning and researching your chosen industry will help you determine whether a specialty program is a better option than a generalist MBA degree.

#### EXECUTIVE DEVELOPMENT PROGRAMS

Executive development programs range from nondegree seminars to certificate programs and can consist of one or more sessions.



## TIP

### Understand that an average is derived.

Averages should be viewed as working estimates of what may be possible. The "average" MBA graduate is not a summary description of any one person and it's unlikely that any graduate had all of the following: average GPA, average GMAT® scores, average years of pre-MBA work experience, average scholarship amount, average internship wage, average time to secure a permanent job, and average full-time starting salary upon graduation. Pay attention to ranges rather than averages.

## Identify the Best Schools for You

### The Research Process

Although there are more than 3,000 graduate management programs worldwide that accept the GMAT® test, only a fraction of them will be a good match for you. There are several effective ways to identify the type of MBA program that will best serve you. First, identify a broad range of schools that appear to meet your future career path needs.

Second, do more in-depth research to eliminate any schools that do not closely match your personal and professional goals. There are two components to this process: (1) identify where you can find the information and (2) identify what information is critical and should be examined from each of your sources.

## Where to Gather Information

### SCHOOL PUBLICATIONS AND MATERIALS

Look at each school's electronic and print publications, including brochures, application materials and Web sites. These materials provide evidence of what the school values most in its students and also what it considers to be its strengths. Visit [www.mba.com](http://www.mba.com) and use the school search service for direct links to more than 750 MBA programs, representing more than 350 schools worldwide.

### ADMISSIONS STAFF

Admissions staff are valuable resources for clarifying what you have read and providing anecdotal information beyond what is found in published materials. In your conversations with admissions staff, remember to provide key information about your background and interests. Ask clarifying questions, such as: "What parts of the application do you weigh most heavily?" or "Is there a difference in who you admit early in the process versus later?" Avoid asking vague questions, such as: "Why should I come to your school?" or "Will I be able to get a scholarship?"

### CURRENT STUDENTS AND ALUMNI

Students and recent alumni are the best sources of information on a school's culture and learning environment. However, do not expect them to be authorities on application requirements, deadlines, or school policies.

### SCHOOL CAREER SERVICES STAFF

Career Services staff are the best authority on whether your MBA career aspirations are likely to be satisfied at their schools. Review published placement statistics, and do not ask questions of the staff when you can find the answer in print. Ask, for instance, if they have worked with students whose backgrounds and aspirations are similar to yours. If so, ask how successful those graduates were in securing internships and jobs. In addition, ask clarifying questions, such as: "Can you separate your consulting average by specialties?" or "Of your marketing graduates, what percentage went into brand management?"

### MEDIA, GUIDEBOOKS, AND THE POPULAR BUSINESS PRESS

While MBA applicants frequently cite the numerous business school books, research articles, and comparison studies as valuable for learning about programs, do not rely only on secondary sources of information to do your research. You are assured of receiving the most up-to-date and accurate material directly from each school.



## TIP

### Beware the numbers.

Use career services statistics to gain a general sense—not an expectation—of your potential MBA income.

As you look at salary statistics, remember that an MBA is not a guarantee that you will earn the same starting salary two years from now as someone with similar credentials today. The economy when you graduate could be very different.

Ask what percentage of the class reported job offers and at what point in the year. Students with great job offers are more likely to report information for the record early. Moreover, if placement data are calculated early in the placement season, statistics are likely to reflect mostly the high end of the salary range.

Consider geographic differences in terms of economics and cost of living.

Find out how the career services office works with students who are not placed by graduation and if the school offers career services assistance for alumni.

The further you inquire, the more balanced your understanding of the schools will become. Highly disputed, but widely used, are the publications that rank MBA programs. Go to [www.mba.com](http://www.mba.com) for some important precautions to keep in mind when using these rankings.

### COLLEAGUES

Although you might want to be careful about publicizing your MBA plans at work, you should seek the opinions of people you trust and respect in the business world. If you work with MBAs, find out about their experiences, and ask what they perceive as your personal and professional strengths.

### HUMAN RESOURCES (HR) STAFF

Contact corporate HR representatives if you are interested in a specific industry or field. Managers of Campus Recruiting, Directors of MBA Recruiting, or Managers of College/University Relations can be valuable sources of information. Describe your

own background and intentions for MBA study and ask questions, such as: “What types of MBAs do you seek?” or “Where do you recruit?” Not only will you gain helpful information, but you will also establish valuable networking contacts for your MBA internship search.

## What to Ask

To be a savvy consumer of MBA education, you must thoroughly investigate each school’s attributes to uncover concrete evidence that your priorities and expectations will be satisfied. To that end, collect evidence within each of the following areas:

### CORE COURSES

Core courses lay the foundation for the program and are usually sequenced at the beginning of study. Consider the following issues:

- How much input do you have in how your classes are sequenced? Because core classes are prerequisites for taking subsequent courses in a discipline, the sequence determines how quickly you can develop a functional specialty.
- Can you bypass any of the required courses? Are exemptions based on previous course work, professional designations, or examination results? How do exemptions affect your program options?
- Consider access to faculty and structure of learning, instead of class size.

### ELECTIVES

Within the general MBA program, you build your area of expertise through elective courses or subjects of study. To effectively judge how the curriculum will help you, examine the following:

- How many electives are offered and how often?
- Are concentrations required and can you have more than one? Do you get scheduling priority for courses in your concentration? Can you design your own concentration?
- Are there additional courses in other areas that can help you meet your goals? Can you take a course outside of the business school but within the university for MBA credit?
- Under what circumstances are courses canceled? How often does this occur?



## TIP

### Curricular Prerequisites

Most graduate management programs accept applicants from a wide range of undergraduate backgrounds. Schools may ask you to take specific course work prior to enrollment to address deficiencies in your academic background. Be proactive.

You know your weaknesses; do not wait for an admissions committee to tell you to take supplementary course work.

Allow yourself sufficient time to complete prerequisite work prior to MBA enrollment.

- What is the average class size, structure of learning, and access to faculty?
- Can you transfer any credits from previous course work?

### REGISTRATION AND COURSE SELECTION

Examine the process of registration and course selection:

- How does scheduling work (e.g., open enrollment, lottery system)? What are your chances of getting spaces in the classes you need, when you need them?
- When are course schedules finalized? How, when, and under what circumstances can you change them?
- What is a typical course load? Are there limits per term, semester, or year?
- Is there an academic advising system?

### TEACHING APPROACHES

Approaches to learning can vary substantially from school to school, so you should become familiar with the mix of instructional techniques that graduate management programs use. Find out—

- if the school prescribes a uniform teaching or grading style within the program, or if it is left up to each faculty member;



## TIP

### Budget for Applications!

Costs add up quickly, so be realistic about what you will spend to apply to each school.

- Application fees (ranging from US\$40 to US\$250)
- Testing fees, test-preparation materials, and other miscellaneous costs
- Transcript request fees
- Phone calls
- Travel expenses for recruiting events, interviews, or campus visits
- Postage or express delivery services

■ if most professors prefer the case method of teaching—where a student's contributions in class are the central to the learning process—or the lecture approach—where the faculty member drives the subject matter.

■ what forms of feedback are formalized between students and faculty; and

■ how group work is viewed and measured.

### FACULTY

A sizable part of a school's reputation is related to its focus on research, and faculty renown strengthens industry ties and promotes an MBA program's brand, helping graduates secure jobs. Most schools try to adopt a balanced approach to teaching quality and faculty research, because quality research leads to highly relevant teaching. A school's emphasis on teaching versus research will determine the type of faculty it attracts. To find out where a school stands on this issue, ask:

■ What attracts faculty to the school and what keeps them there?

■ Are the faculty known for their academic research, teaching quality, accessibility to students, or a combination?

■ How active are faculty members in professional associations and in the corporate world? How do those connections enrich your experience?

■ What is the student-to-faculty ratio and your access to professors?

### CAREER SERVICES

Examining career services is one way to gauge how the outside world values the MBAs who graduate from a school. Research:

■ How graduates from the school have done in your planned career path.

■ What career services the career office provides and for whom.



## TIP

### Live like a student before you become one.

If you need to borrow funds for the MBA, make sure you can secure financing.

Make sure you are credit ready (you have not defaulted on any loan) and credit worthy (you have established good credit) so that you can borrow if necessary.

Begin to reduce the number of credit cards you hold and their balances.

Pretend you are on a student budget.

■ The experiences and philosophies of the career services staff. Do they have a strong history with alumni and how well do they get to know individual students?

■ The percentage of students who use the school's career services. What percentage of students secure jobs through campus recruiting in your planned career?

■ If faculty get involved in career services activities.

### FINANCIAL AID

While varying widely from school to school, there are two types of costs that make up the total cost of education—direct and indirect. Direct costs (e.g., tuition, student fees, books, and supplies) are those associated with your enrollment and fees that you normally pay directly to the school. Indirect costs (e.g., housing, utilities, food, personal expenses, and transportation) are those living expenses incurred while attending business school. At this point in your examination of schools, you should not eliminate a school based on cost. Instead, explore scholarships, fellowships, teaching assistantships, and other sources of financial aid that may be available through each of the schools you are interested in attending. Consider the following:

■ Are awards based on merit, need, or both? What information does the school use?

■ When are award decisions made—with application decisions or later?

■ Are there different requirements for schools outside your home country?

■ If you are not awarded financial aid initially, what are your chances for awards later?

Unless you are able to pay for your education expenses without any financial assistance, it is probable that most of the financial aid you will be offered will be in the form of loans. The MBA LOANS® program is the only loan program endorsed by the Graduate Management Admission Council® (GMAC®), as part of our mission to promote access to graduate management education.

### LIFESTYLE AND OTHER CONSIDERATIONS

Your MBA experience will encompass many factors beyond academic life. Once you have identified schools that appear to satisfy your academic and career goals, question their fit in light of your lifestyle and environmental preferences. For a list of factors to consider, go to [www.mba.com](http://www.mba.com).

## Reality Check

Compare yourself to the typical student profile at each program. In a competitive application process, you must use your personal judgment to determine which schools are worth your investment of time and money. As a savvy consumer, ensure that the institutions possess the curricular strength, culture, and program philosophy that best meet your needs.

## Apply Effectively

### Application and Selection Process

Each admissions professional is charged with making the best possible selections—from a large pool

of applicants—for a limited number of spaces in a class. In general, most admissions professionals evaluate candidates' potential success (both academic and professional) against the strengths, limitations, content, and culture of the schools' MBA programs. Factors such as academic record, recommendations, and work experience will be used to judge your potential for success relative to the overall pool of applicants. Before you submit your applications, ask yourself the following questions:

- Is this really the best time for you to go to business school?
- Is your career limited to your current level without an MBA?
- Do you need more time to develop your professional skill set or save money for business school?
- Are you approaching the level of experience that limits the financial leverage provided by certain types of MBA programs?

## Application Criteria

Be aware that not all schools will require all of the admissions criteria described on the following pages. It is imperative that you read each school's application instructions carefully.

### GMAT® TEST

The Graduate Management Admission Test® (GMAT®) is specifically designed to help graduate management programs assess the qualification of applicants for advanced study in business and management. The GMAT® exam does not measure every discipline-related skill necessary for academic work, nor does it measure subjective factors important to academic and career success (e.g., motivation, creativity, interpersonal skills, study skills, or overall success on the job). Find out from each school how scores will be factored into the admissions decision.

### ACADEMIC RECORD

Every school wants students to succeed academically and admissions staff will examine your academic record to predict future performance. Preferably, the two academic measures in your application, GMAT® scores and GPA, should both be strong. If one is weak, the other needs to be strong enough to compensate. Be ready to explain if your undergraduate record is less than stellar. Unlike many other types of master's programs, the MBA does not have a standard or preferred undergraduate



# TIP

### Not staying in your home country?

You will need a student visa to study in a country where you are not a citizen.

Proof of sufficient funds (i.e., all school-related and living expenses for the duration of the program) may be required in order for you to obtain the necessary visa.

Obtaining your student visa can be a lengthy process, so plan accordingly.

A student visa may restrict you from working, so make sure you have enough money.

major. However, if you have taken any undergraduate or post-undergraduate business courses or if you have earned another graduate degree, MBA admissions staff will take note of your performance. When applying to programs outside your home country, ensure that your education meets the requirements of the graduate management programs you choose.

### RECOMMENDATIONS

When selecting individuals to write recommendations on your behalf, choose those who can provide insight into your relevant professional skills and who know about your plans for MBA study. These references can include employers, colleagues, or others who have had to rely on your work. (An academic reference does not usually meet this requirement.) Make sure that you understand each school's policy regarding recommendations, including the required number. Do not exceed that number without prior agreement from the school.

### WORK EXPERIENCE

Business schools are significantly different from other graduate programs in their expectations for work experience. Work experience will be considered for the same reason as past academic experience. What you have accomplished (both quality and quantity of work) is used to predict your future work performance. In measuring the value of your work experience, admissions staff will carefully review your resume and will expect to see how your current career interests can be coupled with your past experience and an MBA. If the quality of



# TIP

### 1. Who is your competition?

Despite whatever historical information is published, you will never have a full understanding of a school's current applicant pool. Understand that if a school accepts 33% of its applicants, it does not mean that you have a one in three chance of gaining admission. Your credentials may be strong enough that you have a very good probability of acceptance, or they may be so weak that you are unlikely to gain admission. Before preparing your application, compare the published student profile against your own GPA, GMAT® scores, education, work experience, and accomplishments and address any weaknesses in your application.

### 2. Retesting

If you feel that you could improve your total GMAT® score, consider retesting after additional preparation. Most schools will consider your best score.





## TIP

### Experience Versus Exposure

Most business courses draw upon the students' past full-time, post-undergraduate work experiences through frequent class participation and group work. If you lack that vital experience, you may not be viewed as strongly as a candidate with similar academic credentials who can also share work insights with classmates. Some schools require a minimum level of post-undergraduate work experience and the average age of matriculating business school students worldwide is 28.

your experience is good, the quantity may become less important—especially if you have reached a plateau in your career. If you have sufficient, but inconsistent work experience (e.g., frequent job changes), it may be considered weak. Be prepared to discuss your experience in admissions interviews and essays.

### INTERVIEWS

Interview policy varies from school to school—from interviewing all applicants to not interviewing any. Be sure you understand how your interview will be used in the selection process. For more information about how schools might use interviews and how to prepare for them, visit [www.mba.com](http://www.mba.com). Because schools vary in their approaches, make sure you ask what is preferred. In your interview, do not ask questions that can easily be answered by reading the school's materials ahead of time. The questions you ask are a reflection of your preparation and understanding of the program.

### EXTRACURRICULAR AND COMMUNITY ACTIVITIES

Extracurricular and community activities can demonstrate your leadership potential and ability to balance personal and professional interests. If you list membership in any organization, you must be able to talk about what you personally contributed.

### ESSAYS

Answer the questions as written! You would be amazed at how many applicants fail to address the specific topics indicated. To sell yourself as an applicant, you must articulate how your interests and abilities align with the particular features of a business school, such as special courses, faculty research interests, or specific corporate relationships. You should demonstrate in your essays that you have researched the MBA program. Essays should (1) be reasonably specific; (2) address the particular school and program in question; (3) stay within the word limit specified; (4) reinforce the other pieces of your application; and (5) be carefully written with attention to content, delivery, and grammar.

### Diversity

Most schools look to enrich the education and life experiences of all students by creating the most diverse (e.g., geographic, cultural, ethnic, and experiential) class possible. Make sure you highlight your individuality in your application.

### School Ties

If you have a family member who graduated from a school that interests you, use that person to provide insight into the program. Do not try to leverage your connections to gain a spot in the class.

### Final Application Checklist

- ☐ Your application should be typed, complete, and organized.
- ☐ Make sure you send the right materials to the right schools.
- ☐ Submit the applications online or on paper, depending on the schools' preferences.
- ☐ Finally, complete the entire application. Skipping sections will make you appear lazy, sloppy, or uninterested.

## Enhancing Your Application

Following are a few suggestions for enhancing your application. To fully understand the importance of each, go to [www.mba.com](http://www.mba.com).

### To enhance your application—

- Highlight and showcase your positive attributes.
- Be sure to acknowledge your weaknesses.
- Compare your goals to the school's strengths.
- Remember that earlier is better.
- Provide only pertinent, requested information completely and accurately. Do not include highly personal information that is not relevant to your application.

## Decision Time

### The Hard Part

Once you hold the application decision letter(s), the options available to you may not be what you expected. It is impossible to predict the final combination of responses that you will receive. To see a full discussion of each response, please visit [www.mba.com](http://www.mba.com).

# The Rights and Responsibilities of GMAT® Test Takers\*

## As a GMAT® test taker, it is your right to:

1. Have access, at no charge, to the GMAT® Information Bulletin, which sets forth your rights and responsibilities as a test taker.
2. Be treated with courtesy, respect, and impartiality, regardless of age, disability, ethnicity, gender, national origin, religion, sexual orientation, or other personal characteristics protected by law.
3. Have access to the GMATPrep® software, at no charge, so that you can familiarize yourself with the format and content of the GMAT® exam, and the kinds of questions you can expect, before you take the exam.
4. Be tested in a manner that is consistent with the applicable professional testing standards developed by the American Psychological Association® (APA), American Educational Research Association (AERA), and National Council on Measurement in Education (NCME).
5. Have access to information about the purpose of the GMAT® test, the fees that you are expected to pay and the services provided as part of the fees, the other terms and conditions applicable to your testing, the schedule under which the results will be reported to you and to others, and the expected use of the results.
6. Have access to information about testing that is available to individuals who qualify under the Americans with Disabilities Act (ADA), and receive information on how to register as a GMAT® test taker with disabilities.
7. Have your test administered by test administrators (TAs) who have been trained in the specific rules and procedures required for the GMAT® exam.
8. Receive information on the consequences of taking or not taking the test after you have registered, failing to complete the test, or canceling scores.
9. Know the potential consequences you may face for violating policies and procedures contained in the GMAT® Information Bulletin.
10. Have access to an explanation of the four scores yielded by the GMAT® test: Verbal, Quantitative, Total, and Analytical Writing Assessment; a description of the score ranges for each measure; and an explanation of how the scores are calculated.
11. Receive an official score report of your test results, online or by mail, within a reasonable amount of time after testing and in commonly understood terms (subject to your compliance with applicable GMAT® policies and absent test irregularities).
12. Have your test results sent to those institutions or organizations you specify or allow (subject to your compliance with applicable GMAT® policies and absent test irregularities).
13. Know how your personal information will be collected and used and have the ability to ask related questions.
14. Have your personal information shared only as described in the privacy policy in the GMAT® Information Bulletin and on [www.mba.com](http://www.mba.com) and/or as provided by applicable law.
15. Present concerns about the testing process or your results and receive information about procedures that will be used to address such concerns.
16. Contact GMAC® with questions or concerns about any other aspect of the testing process, as detailed in the GMAT® Information Bulletin, and receive a timely response.

## As a GMAT® test taker, it is your responsibility to:

1. Read and understand your rights and responsibilities as a test taker.
2. Treat others with courtesy and respect at all stages of the testing process.
3. Ask questions prior to testing if you are uncertain about why the test is being given, how it will be administered, what your rights and responsibilities are, what tasks you will be asked to complete, and how the results will be reported and to whom.
4. Familiarize yourself with the GMAT® descriptive information in advance of testing and comply carefully with all test instructions.
5. Request approval in advance of testing if you wish to receive test accommodations because you have a physical or mental condition or disability that may interfere with your ability to take the test under standard conditions.
6. Comply with all terms and conditions, including testing policies and procedures, contained in the GMAT® Information Bulletin in effect at the time of testing, and, when requesting score reports, those in effect at the time the score reports are requested.
7. Know when and where the test will be given, arrive on time with any required materials including appropriate forms of identification, and be ready for your GMAT® exam.
8. Follow the test instructions you are given and represent and conduct yourself honestly during all stages of testing.
9. Read the “GMAT® Examination Testing Rules & Agreement” presented to you by the test administrator prior to the start of the exam and confirm your acceptance of the “Rules & Agreement” by signing the document electronically (digital signature).
10. Report all instances of suspected cheating on the part of any test takers and any other inappropriate behavior that becomes known to you.
11. Be familiar with policies regarding registering for the test but not taking the test, including forfeit of the test fee.
12. Promptly inform the appropriate person(s), as specified to you by the organization responsible for test administration, if you believe that testing conditions affected your results.
13. Inquire about the privacy of your personal information and test results, if you have any questions or concerns.
14. Present any concerns about the testing process or your test results in a timely, respectful way.
15. Respect the ownership of and intellectual property rights of GMAC® in all test items and test materials, and understand that any violation of its intellectual property rights could lead to cancellation of your scores and a ban preventing you from testing in the future, prosecution in accordance with applicable law, and/or the pursuit of other remedies by GMAC®.



# Policies and Procedures

## GMAT® Customer Service

Visit the GMAC® Web site at [www.mba.com](http://www.mba.com) for quick answers to most of your questions and the latest GMAT® information. If you have additional questions, contact GMAT® Customer Service in your region by e-mail, telephone, fax, or mail. E-mail, fax, and mail inquiries generally will be answered within three business days. Telephone lines are open Monday through Friday in each region, except on local and national holidays. All mail must be sent to the appropriate address in the United States. Please allow enough time for your letter to reach its destination. *Please do not direct general GMAT® exam inquiries to a test center.*

To facilitate a prompt and accurate response, your communication should include your full (legal) name, mailing address, date of birth, the date you tested (if applicable), your test appointment number (if known), your GMAT® ID (if known), telephone number, fax number, and e-mail address.

### IN THIS SECTION:

GMAT® Customer Service

Additional Terms and Conditions

Privacy Policy

#### AMERICAS

**E-mail:** [GMATCandidateServicesAmericas@pearson.com](mailto:GMATCandidateServicesAmericas@pearson.com)

**Telephone (toll free):** 1-800-717-GMAT (4628) (7 a.m. to 7 p.m. Central Time)

**Telephone (toll number):** 1-952-681-3680 (7 a.m. to 7 p.m. Central Time)

#### ASIA PACIFIC

**E-mail:** [GMATCandidateServicesAPAC@pearson.com](mailto:GMATCandidateServicesAPAC@pearson.com)

**Telephone:** +61 2 9478 5430, 9:00 a.m. to 6:00 p.m. AEST

**In India:** +91 120 439 7830, 9:00 a.m. to 6:00 p.m. Indian Standard Time

**Fax:** +61 2 9901 3330

#### CHINA

**E-mail:** [gmatservice@neea.edu.cn](mailto:gmatservice@neea.edu.cn)

**Telephone:** 86-10-62798877 (8:30 a.m. to 5 p.m. China Time)

#### EUROPE/MIDDLE EAST/AFRICA

**E-mail:** [GMATCandidateServicesEMEA@pearson.com](mailto:GMATCandidateServicesEMEA@pearson.com)

**Telephone:** +44 (0) 161 855 7219 (9 a.m. to 6 p.m. BST)

#### MAIL

All mail inquiries should be sent to the appropriate U.S. address listed on the following page. Please keep in mind that it can take up to eight (8) weeks for letters to reach the U.S. from some countries.

## Test Complaints or Concerns

If you have already taken the GMAT® test and have a complaint or concern about the test or a test center, send your written complaint or concern by e-mail, fax, or mail immediately following the test administration. Use the information provided under “GMAT® Customer Service” and include “Attention: GMAT Complaints” in your communication.

## Reporting Testing Violations

The GMAT® test is administered under strict supervision and security measures. Nevertheless, some test takers may disregard the rules in an effort to give or gain an unfair advantage. Please report to the test administrator or Pearson VUE any questionable behavior you observe, such as a test taker receiving assistance or copying from another test taker, taking a test for someone else, having access to secure test questions before or after the exam,

### To report testing violations:

#### Web:

[www.pearsonvue.com/  
contact/gmat/security](http://www.pearsonvue.com/contact/gmat/security)

#### E-mail:

[pvtestsecurity@pearson.com](mailto:pvtestsecurity@pearson.com)

#### Telephone and Fax:

Contact GMAT® Customer Service in your region.

#### Mail:

Pearson VUE — GMAT® Program  
5601 Green Valley Drive  
Suite 300  
Bloomington, MN 55437  
USA

Please include “Attention: Test Security” in the subject of your letter or e-mail. Remember, it can take up to eight (8) weeks for letters to reach the U.S. from some countries.

**GMAC® reserves the right to contact schools and take other appropriate actions with respect to the individuals who violate GMAT® testing terms and conditions.**

attempting to record or otherwise capture test questions during the exam, or using notes or unauthorized aids. Our policy is to keep the names of individuals reporting such information confidential. Report violations using the information on this page.

## Additional Terms and Conditions

### Test Policies and Procedures

GMAC® and Pearson VUE have established terms and conditions, including testing policies and procedures to enhance the testing environment and the validity and security of the GMAT® test. **When you register for the GMAT® test, you are agreeing to all terms and conditions contained in the GMAT® Information Bulletin in effect at the time of testing, including without limitation privacy policies describing the collection, processing, use and transmission to the United States of personally identifiable data and the disclosure of such data to GMAC®, its service providers and others as stated in the Bulletin. These policies may change without notice.**

### Test Administration

Test administration begins at check-in, ends at check-out, and includes breaks. Test administrators are required to report any violation of testing policies or procedures and any other irregularity.

■ When you check in at the test center, the test administrator will ask you to present valid, original identification as noted on page 7. The administrator will also ask you to confirm your agreement to the GMAT® Examination Testing Rules and Agreement.

■ The test administrator will digitally take your photograph, signature and fingerprint (*fingerprints will not be collected where fingerprint collection is prohibited by law*). Audio and video are recorded in the testing room at all centers during the exam. If you refuse to participate in any part of the check-in process, you will not be permitted to test and you will forfeit your test fee. Note: This is in addition to the requirement that you must present acceptable and valid identification (see page 7).

■ Before you start the GMAT® exam on a test center workstation, you will be asked to agree to comply with the GMAT® Nondisclosure Agreement and General Terms of Use statement. Electronic confirmation of your agreement is required. If you do not agree to comply, you will not be permitted to take the test and you will forfeit your entire test fee.

■ **No devices or testing aids may be used during the test session or during breaks.**

Prohibited items include but are not limited to beepers, pagers, pens, calculators, watch calculators, books, pamphlets, notes, blank sheets of paper, rulers, stereos or radios, telephones or cellular (mobile) phones, stopwatches, watch alarms (including those with flashing lights or alarm sounds), dictionaries, translators, thesauri, personal digital assistants (PDAs), and any other electronic or photographic devices or potential aids of any kind.

■ Personal items, including watches, wallets, purses, hats, bags, and coats are not permitted in the testing room; limited storage space is available.

■ The test administrator will provide you with five (5) erasable noteboards. If you fill up your noteboards during the test, please raise your hand; the administrator will collect the noteboards you have and give you replacements. You may not remove the noteboards from the testing room and you must return them to the administrator after the test.

■ Testing must begin promptly once you are seated at the computer. The length of your appointment is approximately four hours.

■ Two optional breaks are scheduled during the test administration. If you exceed the time allowed for these breaks, the excess time will automatically be deducted from the next section of the test.

■ Testing premises are subject to audio/video recording and other monitoring.

■ You may not communicate with anyone about the content of the GMAT® test while the test session is in progress, during any breaks, or after administration of the test.

■ You will not be allowed to eat, drink, or use tobacco in the test center—you may store such items in a locker and take them outside the test center during breaks.

■ You will not be permitted to leave the testing room without the test administrator's permission. You will generally be required to provide a digital fingerprint any time you leave or enter the testing room to match the identity verified at registration.

■ During a break, you are required to remain in the test center building or in the immediate area. This policy varies depending on the test center location, and it is your responsibility to ask the test administrator where you are permitted to go—for example, to the nearest restroom or smoking area. If you violate test center policy, the administrator may refuse to allow you to reenter the testing room and continue your exam. Again, if you exceed the time allowed for each optional break, the extra time is deducted from your remaining exam time.

■ **Access to telephones, cellular (mobile) phones, or other communication devices will not be permitted during the test session or during breaks. Access to books, notes, and study guides is also prohibited during the test session and during breaks.**

■ For the Analytical Writing Assessment (AWA) section of the GMAT® test, you will be required to compose two original essays. Plagiarism in any form is unacceptable. GMAC® and Pearson VUE reserve the right to cancel GMAT® test scores when, in their judgment, there is evidence of plagiarism. As with all other test records, the AWA essays are the property of GMAC®, not examinees.

■ You may not leave your workstation while timed sections of the test are being administered. If, due to an emergency, you must leave your seat during the test session, raise your hand and notify the test administrator. The time clock for the test section you are working on will not stop during your absence. Repeated or lengthy departures from your workstation will be documented and reported by the administrator.

■ Raise your hand to notify the test administrator if you believe you have a problem with your computer, need a new booklet of notebooks or notebook pen, or need the administrator for any other reason.

■ Disruptive behavior in any form will not be tolerated. The test administrator has sole discretion in determining what constitutes disruptive behavior. To understand the consequences of disruption, please see the "Misconduct" section on the following page.

■ Once you have completed the exam, you will receive a series of questions asking about your demographics, background, plans for graduate school, and whether you would like to participate in surveys or receive information from GMAC®, graduate business schools, scholarship-granting organizations, and/or certain strategic partners of GMAC® participating in the Graduate Management Admission Search Service® (GMAS®). The answers to these questions may be pre-populated with answers you previously provided.

■ The test administrator is authorized to dismiss you from a test session for various reasons, including without limitation providing false information; attempting to take the test for someone else; failing to provide acceptable identification; possessing unauthorized personal items or testing aids; refusing to comply with an administrator's reasonable requests; giving or receiving unauthorized help; attempting to tamper with the operation of the computer; refusing to follow directions; or failing to adhere to any other procedures, policies or rules. The test administrator is also authorized to confiscate any and all unauthorized items found in a test taker's possession in violation of these terms and conditions. GMAC® and Pearson VUE reserve the right to determine whether such items will be returned.

■ **Removing or attempting to remove test content from the test center is strictly prohibited. Under no circumstances may any part of the test content viewed during a test administration be removed, reproduced, and/or disclosed in any form by any means (for example, verbally, in writing, or electronically) to any person or entity at any time. This includes, but is not limited to, discussing or disclosing such test content via e-mail; in any Internet "chat room," message board, or other forum; or otherwise. This disclosure prohibition applies before, during, and after any administration of the GMAT® exam.**

**Note: GMAC® and Pearson VUE reserve the right to take all action that they deem appropriate if an individual fails to comply with the test terms and conditions or the test administrator's directions. This includes but is not limited to barring an individual from future testing, canceling or withholding the individual's scores, and/or reporting any rule violations, fraud, or other irregularities to schools or other appropriate third parties, including law enforcement authorities. If your scores are canceled or withheld,**

**they will not be reported and your entire test fee will be forfeited. For additional information about cancellation or withholding of scores by Pearson VUE or GMAC®, see page 8.**

## TEST SECURITY ISSUES

GMAC® and Pearson VUE strive to report scores that accurately reflect the skill and performance of each test taker. Accordingly, our standards and procedures for administering tests have two related goals: giving test takers comparable opportunities to demonstrate their abilities, and preventing any test takers from gaining an unfair advantage over others. To promote these objectives, we reserve the right to cancel or withhold any test scores when, in our judgment, a testing irregularity occurs; there is an apparent discrepancy in, or falsification of, a test taker's identification; a test taker engages in misconduct or plagiarism; or the scores are believed to be invalid for any other reason. When GMAC® and/or Pearson VUE cancels test scores that have already been reported, the cancellation will appear on the test taker's Official Score Report. Score recipients will generally be told that the scores have been canceled but not the reason for cancellation, unless requested by the test taker; however, GMAC® and Pearson VUE reserve the right in all cases to report the reason for a score cancellation. We also reserve the right to prohibit a test taker from future GMAT® testing and to pursue other remedies.

## TESTING IRREGULARITIES

The phrase "testing irregularities" refers to events that affect the administration of a test. When testing irregularities occur, they may affect an individual examinee or multiple test takers. Such irregularities include, but are not limited to, administrative errors (such as improper timing, improper seating, defective materials, or defective equipment); improper or inadvertent access to or disclosure of test content involving individuals who cannot be identified; and disruptions of test administrations (such as natural disasters or other emergencies). If a testing irregularity occurs, GMAC® and/or Pearson VUE may decline to score the applicable test(s), or may cancel or withhold test scores; the cancellation will appear on the Official Score Report of the responsible party. When, in our sole judgment, it is appropriate to do so, we give affected test takers the opportunity to take the test again as soon as possible without charge.

## IDENTIFICATION DISCREPANCIES

When, in the judgment of GMAC® and/or Pearson VUE or the judgment of test center personnel, there is a discrepancy in, or falsification of, a test

taker's identification, the test taker may be denied access to or dismissed from the test center; in addition, we may decline to score the test, cancel or withhold the test scores, and and/or pursue other appropriate remedies. In the event the test taker's scores are canceled, the cancellation will appear on the test taker's Official Score Report.

## MISCONDUCT

When, in the judgment of GMAC® and/or Pearson VUE or the judgment of the test center personnel, there is misconduct in connection with a test, the test taker may be dismissed from the test center; in addition, we may decline to score the test, cancel or withhold the test scores, and/or pursue other appropriate remedies. (Score cancellation will appear on the test taker's Official Score Report.) Misconduct includes, but is not limited to, noncompliance with any terms and conditions described in this Bulletin (for example, the policies, procedures, and rules stated herein), those stated in the GMAT® Examination Testing Rules and Agreement, or the GMAT® Nondisclosure Agreement and General Terms of Use statement. Misconduct also includes any unauthorized access to or any disclosure of test content prior to, during, or after the test administration.

## INVALID SCORES

GMAC® and/or Pearson VUE may also cancel or withhold scores if, in our judgment, there is a good faith basis to question the validity of the scores for any other reason. Evidence of invalid scores may include, without limitation, unusual answer patterns, unusual score increases from one exam to another, inconsistent performance on different parts of the test, or failure to obey exam administration rules. Score cancellation will appear on the test taker's Official Score Report.

## CHALLENGING A DECISION TO CANCEL OR WITHHOLD SCORES

In some, but not all, situations, GMAC® and/or Pearson VUE will notify the test taker in writing in advance about a planned score cancellation or invalidation, give the test taker an opportunity to submit information that addresses the concerns raised, consider any information that is submitted, and offer the test taker a choice of options. The options may include voluntary score cancellation, a free retest, and appealing the cancellation decision through procedures provided by GMAC® or Pearson VUE. In any such appeal, the issue to be decided would be whether GMAC® and/or Pearson VUE have a good faith reason to question the validity of the GMAT® score.

There are circumstances, however, in which examinees may have their scores canceled or withheld without prior notice or an opportunity to appeal. Those circumstances generally involve disruptions by an examinee during exam administration, advance disclosure of exam content (even if a specific examinee's actual access to disclosed test content cannot be confirmed by GMAC® or Pearson VUE), and cases in which an examinee is observed violating exam policies by a test administrator and is discharged from the testing site; in these situations, examinees will simply be informed that their scores have been canceled or invalidated. Score cancellation will appear on the test taker's Official Score Report.

## Releasing Scores and Other Examinee Information

GMAC® recognizes a responsibility to safeguard the information in its files from unauthorized or inappropriate disclosure. GMAT® scores and other personally identifiable examinee information will be released only at your specific request unless required by law, or as provided in the Privacy Policy on page 25 and on [www.mba.com](http://www.mba.com), as necessary to detect or prevent unlawful activity, or to cooperate in a judicial or governmental proceeding.

**Note: Your GMAT® scores and other information in the files of GMAC® or its service providers may be released to third parties (such as government agencies or parties to a lawsuit) if requested pursuant to a subpoena or otherwise in a legal proceeding, or as necessary to detect or prevent unlawful activity to protect the security and integrity of the GMAT® exam. Please review the Privacy Policy on page 25 carefully because you will be bound by its terms. See "Score Reports" on page 9 and the Privacy Policy on page 25 for more information.**

## Ownership of Scores, Essays, and Other Measurement Information

GMAT® scores, responses to test questions, and AWA essays are measurement information and are part of your test record. These and other test records are owned by GMAC®. They are not the property of the examinee. However, the use, reporting, and cancellation of

scores are subject to various rights and restrictions as indicated in this Bulletin.

The various components that comprise the GMAT® test, including, but not limited to, the GMAT® test questions, software, and algorithm, are embodiments of valuable intellectual property rights of GMAC®, ACT, and/or Pearson VUE. These rights include copyright and/or trade secret rights, and they are zealously protected. In particular, the GMAT® test questions administered at test centers are valuable, copyrighted trade secret property of GMAC®. These test questions have not been previously published or disclosed to the public at large. Before you take the GMAT® exam, you must maintain the confidentiality of all test questions administered to you during the test. A disclosure of test questions in any form by any means in violation of this confidentiality agreement undermines the integrity and security of the GMAT® exam.

**Any unauthorized access, reproduction, distribution, or disclosure of GMAT® test questions before, during, or after you take the GMAT® test is a violation of U.S. and international intellectual property laws and treaties. We will pursue all available remedies (including those enumerated in this Bulletin), which may include prosecution to the maximum extent possible under such laws and may result in severe civil and criminal penalties.**

## Examinee Remedies

### ERRORS IN REGISTRATION, TEST DEVELOPMENT, TEST ADMINISTRATION OR SCORING

GMAC®, Pearson VUE, and ACT make every effort to ensure that GMAT® test registration and scheduling information is properly processed, and that GMAT® tests are properly prepared, handled, administered, and scored. In the unlikely event that an error occurs in the preparation, handling, processing, administration or scoring of your GMAT® test, or in the reporting of your GMAT® scores, GMAC® and/or Pearson VUE will make reasonable efforts to correct the error. If the error cannot be corrected, you may reschedule your appointment at no additional fee or request a refund.

**These remedies are the exclusive remedies available to examinees for errors that occur during the registration or scheduling process;**



**in preparing, administering, printing, handling, or processing exams; or in determining or reporting scores.**

### DISRUPTIONS IN TESTING AND POTENTIAL COMPROMISES

GMAC®, Pearson VUE, and ACT also endeavor to ensure that the GMAT® test is administered in a standardized and uninterrupted manner. If events occur that cause testing to be canceled or interrupted, involve a mistiming on any part of the test, result in a deviation from required testing procedures, raise concerns about possible advance access to exam content by one or more examinees, or otherwise disrupt or compromise the normal testing process, GMAC® and/or Pearson VUE will examine the situation and determine if corrective action is warranted, including score cancellation(s) or non-scoring of exams. If GMAC® and/or Pearson VUE, in their sole discretion, determine that such action is warranted, each affected examinee will be offered the option either to retest at no additional fee or to receive a refund of his or her examination fee (unless the affected examinee is found to have caused or been involved in the conduct which resulted in the corrective action, in which event GMAC® and/or Pearson VUE shall have the right to withhold either or both of these options and to pursue all available remedies with respect to that examinee). If a retest is offered and an examinee selects that option, the examinee must retake the entire exam in order to produce a valid score.

**These remedies are the exclusive remedies available to examinees affected by disruptions in testing or potential compromises through prior access to exam content by one or more examinees.**

## Privacy Policy

When GMAT® registrants, test takers, and others who participate in GMAC® programs or purchase GMAC® education-related products provide personally identifiable information (“PII”) to GMAC®, we process their PII in accordance with the Privacy Policy in effect when the data is collected. This PII will include data used primarily for identity verification and protecting the security and integrity of the test, such as the digital photograph, signature and/or fingerprint, and audio/video recording collected at the test center. To view the current Privacy Policy,

including its description of current data collection, processing, use, and transmission to the United States; information concerning GMAC® strategic partners and service providers; and a link to the “GMAC® Statement of Privacy Principles,” please visit [www.mba.com/privacy](http://www.mba.com/privacy).

This Privacy Policy and the current one at [www.mba.com/privacy](http://www.mba.com/privacy) cover PII collected directly from you by GMAC® and/or its service providers online through [www.mba.com](http://www.mba.com) and off-line by facsimile, mail or phone. These also cover the data collected at test centers. For the processing of such information, GMAC® is generally the “data controller” as that term is used in certain laws in the European Union.

By registering for the test, you consent to the collection, processing, use and transmission to the United States of your PII for the purposes and in accordance with the principles stated in this Privacy Policy and the one on [www.mba.com/privacy](http://www.mba.com/privacy) at the time you provide your information. You further consent to the disclosure of your PII to GMAC®, its service providers, any score recipient you select (who might be located in a country that does not provide for a level of data protection that is equivalent to the one in your home country) and others as necessary to prevent unlawful activity or as required by law. You also acknowledge that you are aware of your ability to access, modify or rectify certain personal data, as explained in this Privacy Policy and the current one at [www.mba.com/privacy](http://www.mba.com/privacy).

## Collection and Use of Your Information

You may register for the GMAT® exam through GMAT® Customer Service via telephone, fax, or mail, or on our Web site at [www.mba.com](http://www.mba.com). To administer the GMAT® exam, we require test takers to provide certain personal information. We clearly identify data that must be provided for you to be able to take the exam. We also identify information required for you to purchase GMAC® products or voluntarily participate in other GMAC® programs or services. You may choose to provide additional or optional information to enhance the services provided to you. The categories of information we may collect include:

- basic contact information, including full legal name, address, telephone or fax number, and e-mail address;

- background information such as demographics, country of citizenship, and education history; and for United States citizens who are residing in the U.S., race, ethnicity, and the last four digits of their U.S. Social Security Number (optional);

- payment information for fees required to take the GMAT® exam or for related products, facilitated by Pearson VUE and, at times, other service providers;

- data used to verify your legal identity during GMAT® registration and subsequently at test centers, and to help your selected score recipients verify your identity (including, but not limited to, a government issued identification, a digital photograph, signature and/or fingerprint and the audio/video recording of the test experience captured at the test center); and

- opt-in selections at test registration or after completing the test at the test center. These opt-ins allow you to participate in additional GMAC® programs and services, such as research surveys and the Graduate Management Admission Search Service® (GMASS®); through the GMASS® search service, certain contact and background information and your GMAT® score range, if available, may be shared with schools, scholarship-granting organizations, and certain other GMAC® strategic partners so that such organizations may offer you information and services (see [www.mba.com/privacy](http://www.mba.com/privacy) for more information).

We use the information we collect about GMAT® registrants and test takers for the following purposes:

- Register you for the GMAT® test, reschedule or cancel test appointments, provide additional score reports, and allow you to view past and future test appointments.

- Maintain your data and preferences, and contact you concerning MBA programs and services offered by GMAC®, such as the GMASS® search service, if you opt in.

- Contact you regarding participation in survey research, if you opt in.

- Authenticate and verify your identity to maintain the integrity, quality and security of the GMAT® exam and other products and services.

■ Fulfill your score report requests by sending your score reports to the institutions that you have selected at the time of the exam or through subsequent additional score reports ordered.

■ Cooperate as required by law or in legal proceedings and as necessary to detect or prevent unlawful activity.

## Choices and Control of Your Personal Information

GMAC® retains personal information only to the extent necessary to: serve your needs; administer the GMAT® test; fulfill our GMAT® test and other GMAC® program responsibilities, including maintaining the integrity of the test and detecting and preventing unlawful activity; and fulfill legal requirements. GMAT® test takers may manage their profile data and may opt in to or out of additional programs and services offered by GMAC® through their profile on **www.mba.com** or via GMAT® Customer Service. For a current list of opt-in choices, please refer to the Privacy Policy located at **www.mba.com/privacy**.

## Access, Modification, Data Integrity and Retention

Personal information other than a person's name; test-related information; and digital photo, signature, and fingerprint may be accessed, modified and rectified or deactivated through My Profile on **www.mba.com** or by contacting GMAT® Customer Service. A test taker may change his or her name in certain circumstances by calling or faxing GMAT® Customer Service, as described on page 21. To protect the integrity of the GMAT® test and provide you with access to your GMAT® scores, scores are maintained for 10 years. As a result, certain information cannot be altered or destroyed for 10 years. This information includes your test scores, records related to your testing experience ("test records"), and the personal data necessary to verify your identity: for example, your date of birth, and the digital photograph, signature and/or fingerprint collected at a test center. Test takers will not have access to the following data and test records: key stroke statistics, exam answers, essays, and similar test records; audio/video tape of the testing experience; or digital photograph, signature and/or fingerprint. Test scores are provided as explained under "Releasing

Scores and Other Examinee Information" on page 24 and "Score Reports" on page 9.

## Security of Your Information

GMAC® utilizes security safeguards incorporated within an enterprise security program. The security program is administered by appropriate GMAC® officials and incorporates administrative, technical, and physical safeguards over your data and our systems to protect your information from loss, unauthorized disclosure, misuse, alteration, or destruction. The security program is designed to incorporate biannual audit and review processes and employee awareness training.

The GMAT® registration information you submit online at our Web site is sent to our authorized service provider (Pearson VUE) using Secure Socket Layer (SSL) encryption. Pearson VUE is subject to strict security requirements and confidentiality restrictions.

## Data Sharing and Onward Transfer

### GMAC® KEY SERVICE PROVIDERS AND STRATEGIC PARTNERS

GMAC® has a number of key service providers that fulfill services for the GMAT® Program, related products and services, and survey research. GMAC® also has strategic partners that share its commitment to creating access to graduate management education. Such organizations are subject to strict terms of use and/or confidentiality requirements. These include:

■ Pearson VUE: A key service provider for GMAT® registration, customer service, test administration at test centers worldwide, and score reporting.

■ ACT, Inc.: A key service provider for test development and certain scoring services.

■ GMAT® score recipients: Institutions that you have selected to receive your scores will see the scores and certain personal data, including contact, background and demographic information and, if the institution has elected to receive such information, the digital photograph, and/or signature collected at the test center. Please see "Score Reports" on page 9 for additional information.

■ GMASS® subscriber schools: These include GMAT® Programs, scholarship-granting organizations and certain GMAC® strategic partners that share our commitment to creating access to graduate business education. These organizations have agreed to strict terms of use agreements concerning your personal information. They will only see your information if you voluntarily opt in through the GMASS® search service in your profile on **www.mba.com**, during test registration, or after completing the test at a test center. These organizations are required by GMAC® to provide you with a chance to opt out, in the event you decide you do not want to be contacted by them. If you desire a list of participating organizations, or wish to report problems in opting out, you may contact the GMAC® chief privacy official using the contact information provided on the next page.

■ Information technology (IT) vendors that provide IT development assistance, store information, or host our internal servers.

■ Survey research vendors: If you consent to participate in GMAC® survey research, you may receive invitations from research vendors on behalf of GMAC®.

### TRANSBORDER DATA FLOWS

GMAC® is a global organization. Those purchasing GMAC® products or participating in GMAC® programs and services, including GMAT® test takers, who provide their personal information understand and consent to their information being processed and controlled in the countries in which the data is collected, and then transmitted into and out of the United States, which is the primary processing location for GMAC® and its service providers. Also, because a GMAT® test taker's score report is sent to the recipients that he or she has selected, the test taker consents to his or her personal information being transmitted to such recipients which may be located in a country that does not provide for a level of data protection that is equivalent to the one in his or her home country. Those who opt in to the GMASS® search service likewise agree that their personal information may be transmitted to countries that do not provide for a level of data protection that is equivalent to the one in their home country.

Notices concerning specific data protection and/or privacy rights applicable to test takers under the laws of certain countries and states (within the United States) are available within the **www.mba.com** Privacy Policy or by contacting the GMAC® chief privacy official using the contact information on this page. As of the

date of this publication, specific notices are provided for residents of France and Greece, and in the United States, for residents of the State of California.

#### LAW ENFORCEMENT AND FRAUD PREVENTION

GMAC® may provide access to personal information as required by law, to comply with requirements in a judicial or other governmental proceeding (e.g., a court order, warrant, or subpoena), or in instances where we determine that it is necessary in order to detect or prevent fraud or other unlawful activity.

#### Children's Privacy

The exam and other GMAC® programs are not directed toward children, defined in the United States by the Children's Online Privacy Protection Act (COPPA) as individuals under age 13. Children should not submit any personal information to GMAC® and may not take the GMAT® test. If you are between the ages of 13 and 18 and would like to take the exam, please see "Test Takers Under Age 18" on page 6.

#### Enforcement of this Policy

Because GMAC® is a global organization that collects and processes data within the United States and other countries, we adhere to our Privacy Policy, comply with applicable laws, including the European Union (EU) Data Protection Directive and U.S. state and federal laws, and participate in the TRUSTe® Privacy Seal Program; for more information, view the Privacy Policy on [www.mba.com/privacy](http://www.mba.com/privacy).

#### Changes to this Policy

From time to time, we may need to change our Privacy Policy or procedures to accommodate changes in applicable law, our programs or business needs, or for other reasons. If we make any material changes to our Privacy Policy, including changes in our use of personal information, we will post a prominent notice on the [www.mba.com](http://www.mba.com) homepage and other places we deem appropriate to make you aware of what information we collect, how we use it, and under what circumstances. For our current Privacy Policy, please visit [www.mba.com/privacy](http://www.mba.com/privacy).

#### Contact Us

If you have questions about this policy or believe we have not adhered to it, please contact the GMAC® chief privacy official by e-mail at [privacy@gmac.com](mailto:privacy@gmac.com)\* or by calling +1-703-749-0131 or toll-free in the United States (800)-811-8042. You may also write to:

#### Graduate Management Admission Council®

**Attention:** Chief Privacy Official  
1600 Tysons Boulevard, Suite 1400  
McLean, VA 22102  
USA

\* Please note that opt-out requests should be addressed by deselecting your preferences in your profile on [www.mba.com](http://www.mba.com), or by calling or faxing GMAT® Customer Service.

# The GMAT® is a great 1<sup>st</sup> step. What about steps 2, 3, and 4?

CareerLeader® online self-assessment tool translates powerful insights about your true passions and skills into concrete recommendations on career paths that are right for you. Used by Harvard and more than 200 other top business schools, the CareerLeader® provides the knowledge you need to plan your next steps now:

- Choose the right career path
- Evaluate MBA programs
- Craft your application
- Navigate the interview process

Go to [www.mba.com/careerleader](http://www.mba.com/careerleader) to learn more.

**CAREERLEADER®**  
Success. Plan on it.



# Instructions for the GMAT® Appointment-Scheduling Form

## Submitting this Form by Mail

- GMAT® Customer Service in the United States must receive this form **at least three (3) weeks before your earliest requested test date**. Be sure to allow for enough mailing time. Letters mailed from some countries can take up to eight (8) weeks to reach the United States.
- Be sure to include proper payment with this form.

### Pearson VUE

**Attention:** GMAT Program  
PO Box 581907  
Minneapolis, MN 55458-1907  
USA

## Submitting this Form by Fax

- GMAT® Customer Service in your region must receive this form **at least seven (7) business days before your earliest requested test date**.
- Be sure to include your credit card information on this form.
- Fax: +1-952-681-3681

## Scheduling Process

- We will try to schedule your first-choice test date, then your second-, third-, fourth-, or fifth-choice test date in chronological order at your first-choice test center.
- If you select a second-choice test center and we are unable to schedule you at your first-choice center, we will try to schedule your first-choice, then second-, third-, fourth-, or fifth-choice test date at your second-choice test center.
- If none of the test dates requested are available, we will try to contact you so that you may select another date. If we are unable to reach you, your form and payment will be returned to you.
- If you have a problem with the appointment scheduled for you, contact GMAT® Customer Service in your region as soon as possible.

- If you miss your appointment and do not call GMAT® Customer Service, your test fee will not be refunded.

## Retaking the Test

- You may take the GMAT® exam only once within a 31-day period and no more than five (5) times within a 12-month period. (See “Retest Policy” on page 10.)

## Confirmation Letter

- Your appointment will be confirmed via e-mail if you provide an e-mail address when you register. E-mail confirmation notices are sent soon after Pearson VUE schedules your appointment. If you do not provide an e-mail address, you will receive confirmation in a mailed letter; depending on where you live, this letter may take several weeks to arrive. If you schedule your appointment within three (3) calendar days of the test administration and do not provide an e-mail address, you will not receive a confirmation letter.

## GMAT® Appointment-Scheduling Form

**Mail: Pearson VUE****Attention:**

GMAT Program  
PO Box 581907  
Minneapolis, MN  
55458-1907  
USA

**Fax:**

Americas Region:  
1-952-681-3681

Asia-Pacific Region:  
+61 2 9901 3330

Europe, Middle East, Africa  
(EMEA) Region:  
+44 (0) 161 855 7301

**Please use black ink.**

If the form is not properly filled out (contains incomplete information, unclear letters, or non-English characters), it MAY cause a delay in processing your registration and appointment request. Please read the instructions carefully.

*Important: If you are paying by credit card, you can quickly search for and schedule an appointment at **www.mba.com**. You can also schedule your appointment by phone through GMAT® Customer Service (refer to page 21 for the phone number in your region).*

**For office use only**

Date Received

Order Number

Remittance No.

Batch ID

Exam Date

Exam Time

Test Center

**Test Date and Center Information**

■ Indicate your first five test date choices by month (MM) and day (DD); for example, May 21 would be listed as 05/21.

■ Fill in the site ID for the test center at which you want to test, along with the name of the city and country in which the test center is located. (See Appendix B.)

■ Include a second-choice test center, if possible.

■ Use the country codes in Appendix A to complete this form.

■ If your information will not fit in the space provided, write outside the lines or use additional sheets.

**Test Date**

1st Choice: MM/DD\*







2nd Choice: MM/DD

3rd Choice: MM/DD

4th Choice: MM/DD





5th Choice: MM/DD

**Test Center**

Site ID—Ist Choice\*

City\*

Country Code (see pg. 35)\*

Site ID—2nd Choice\*

City\*

Country Code (see pg. 35)\*

\*Required Information

### Identification (ID) Requirements

■ Be sure the name you provide on this form matches the valid ID you will present on the day of the test. See page 7 for specific identification requirements.

■ If you fail to present an acceptable, valid form of ID or if your name on the ID does not match the name you provide on this form, you will be TURNED AWAY from the test center. Your test fee will not be refunded.

■ Use the country codes in Appendix A to complete this form.

■ If your information will not fit in the space provided, write outside the lines or use additional sheets.

Title

☐ Mr.☐ Mrs.☐ Miss☐ Ms.☐ Dr.☐ Other

First Name (Given Name)\*

M.I.

Last Name (Family or Surname)\*

Suffix

☐ Jr.☐ Sr.☐ II☐ III☐ IV☐ Other

Address Line 1 (Number and Street)\*

Address Line 2 (optional)

City\*

State or Province

Country Code\*(see pg. 35)

Postal Code

Country of Citizenship Code\*(see pg. 35)

Daytime Telephone Number\* including Country Code

Evening Telephone Number including Country Code

Fax Number including Country Code

E-mail Address

Date of Birth (MM/DD/YYYY)\*

Gender\*

☐ Female☐ Male

If you are a U.S. citizen residing in the U.S., select your ethnic or racial identification:

☐ African American☐ American☐ Multiethnic☐ Puerto Rican☐ American Indian,  
or Other Native☐ Asian☐ Multiracial☐ White☐ Mexican☐ Hispanic☐ Other

Have you taken the GMAT® exam before?\*

☐ Yes☐ No

If yes, enter your GMAT® ID (if available)

When do you plan to start a graduate management program (MM/YYYY)?

(Leave blank if undecided)

\*Required Information

**Payment Information**

■ Fax or mail this form if you are paying with a credit card.

■ Mail this form if you are paying with a cashier's check, money order, or personal check.

■ See page 6 for detailed payment information.

■ If you do not submit payment with this form, your test appointment will not be made and your form will be returned to you.

■ If the cardholder name and billing address for the credit card you are using do not match the name and address entered elsewhere on this form, you must enter the cardholder information requested. The name and address provided must match the name and address on the credit card billing statement.

■ Use the country codes in Appendix A to complete this form.

■ If your information will not fit in the space provided, write outside the lines or use additional sheets.

**Credit Card Information**

☐ VISA® ☐ MasterCard® ☐ JCB® ☐ American Express®

**Credit Card Number**

**Expiration Date (MM/YY)**

**Security Code**

**Cardholder Signature**

**Date (MM/DD/YYYY)**

**Other Payment Method (must be enclosed)**

☐ Cashier's Check ☐ Money Order ☐ Personal Check

**Cardholder Information (if different from personal information)****First Name (Given Name)**

**M.I.**

**Last Name (Family or Surname)**

**Address Line 1 (Number and Street)**

**Address Line 2 (optional)**

**City**

**State or Province**

**Country Code (see pg. 35)**

**Postal Code**

**Daytime Telephone Number Including Country Code**

**Other Information**

■ GMAT® Score Report: Select one or both of the options on the right at no additional charge.

■ GMATPrep® CD (optional):

To receive the CD, select a shipping method and enter the appropriate amount at right. To get GMATPrep® software immediately, visit [www.mba.com](http://www.mba.com) to download the file.

■ For current GMAT® registration fee and applicable tax information, please visit [www.mba.com](http://www.mba.com) or call GMAT® Customer Service in your region.

**Exam Fee**

- ☐ I want to view my score report electronically. I have entered an e-mail address on this form.
- ☐ I want to receive a paper copy of my score report, which will be mailed to the address provided on this form.
- ☐ I would like to download GMATPrep®
- ☐ I would like a CD-ROM of GMATPrep®
- ☐ Standard shipping – no charge
- ☐ Express shipping to United States – US\$20.00
- ☐ Express shipping outside United States – US\$27.00

**Tax (Visit [www.mba.com](http://www.mba.com) for information on taxes that may be applicable.)**

**Amount Enclosed**

I hereby agree to the terms and conditions set forth in the *GMAT® Information Bulletin* in effect at the time I take the GMAT® exam, including without limitation those related to testing; score cancellations; exclusive remedies for testing or scoring errors; examinee misconduct and test irregularity policies; confidentiality of the test; and Privacy Policies. As provided in the Bulletin's Privacy Policy and the up-to-date Privacy Policy on [www.mba.com](http://www.mba.com), I expressly consent to the collection, processing, use, and transmission to the United States of my personally identifiable information (including my test records and the digital photograph, signature and/or fingerprint, and audio/video recording collected at the test center), exclusively for the purposes and in accordance with the principles set forth in the Privacy Policies; I also expressly consent to the disclosure of such data to GMAC® (the "data controller" under certain international laws), its service providers, any score recipient I select (which may be located in a country that does not provide for a level of data protection that is equivalent to the one in my home country), and others as necessary in connection with any investigation of unlawful activity or as required by law. I am fully aware that I have certain rights to access, modify, or rectify personal data as set forth in the Privacy Policies. I certify that I am the person who will take the test at the test center and whose name and address appear on this form.

**Signature**

**Date (MM/DD/YYYY)**

# Additional Score Report Request Form

## Please use black ink.

If the form is not properly filled out (contains incomplete information, unclear letters, or non-English characters), it MAY cause a delay in processing your request. ALL information is required, unless you do not have certain information (such as a fax number). Please refer to page 28 for mailing and faxing instructions.

*Important: To send your GMAT® scores to institutions in addition to those you selected previously, complete this form and return it with the appropriate payment. Scores from all of your GMAT® test dates within the last five (5) years will be reported to the institutions you list below.*

### For office use only

Date Received

Order Number

Remittance No.

Batch ID

### Identification (ID) Requirements

■ Be sure the name you provide on this form matches the one you used for your test appointment.

■ Your appointment ID is located on your Unofficial and Official Score Reports.

■ Use the country codes in Appendix A to complete this form.

■ If your information will not fit in the space provided, write outside the lines or use additional sheets.

Title

☐ Mr.

☐ Mrs.

☐ Miss

☐ Ms.

☐ Dr.

☐ Other

First Name (Given Name)\*

M.I.

Last Name (Family or Surname)\*

Suffix

☐ Jr.

☐ Sr.

☐ II

☐ III

☐ IV

☐ Other

Address Line 1\* (Number and Street)

Address Line 2 (optional)

City\*

State or Province

Country Code\* (see pg. 35)

Postal Code

Country of Citizenship Code\* (see pg. 35)

Daytime Telephone Number\* including Country Code

Evening Telephone Number including Country Code

Fax Number including Country Code

E-mail Address

\*Required Information

Date of Birth (MM/DD/YYYY)\*

--	--	--	--	--	--	--	--	--	--

Enter Your GMAT ID (if available)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Appointment Number (if known)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Most Recent Testing Date (MM/DD/YYYY)

--	--	--	--	--	--	--	--	--	--

**Payment Information**

■ Fax or mail this form if you are paying with a credit card.

■ Mail this form if you are paying with a cashier's check, money order, or personal check.

■ See page 6 for detailed payment information.

■ If you do not submit payment with this form, your order will not be processed and your form will be returned to you.

■ If the cardholder name and billing address for the credit card you are using do not match the name and address entered elsewhere on this form, you must enter the cardholder information requested. The name and address provided must match the name and address on the credit card billing statement.

■ Use the country codes in Appendix A to complete this form.

■ If your information will not fit in the space provided, write outside the lines or use additional sheets.

Credit Card Information

☐ VISA®    ☐ MasterCard®    ☐ JCB®    ☐ American Express®

Credit Card Number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Expiration Date (MM/YY)

--	--	--	--

Security Code

--	--	--	--	--	--

Cardholder Signature

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date (MM/DD/YYYY)

--	--	--	--	--	--	--	--	--	--

Other Payment Method (must be enclosed)

☐ Cashier's Check    ☐ Money Order    ☐ Personal Check

Cardholder Information (if different from personal information)

First Name (Given Name)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

M.I.

--	--

Last Name (Family or Surname)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address Line 1 (Number and Street)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Address Line 2 (optional)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

City

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

State or Province

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Country Code (see pg. 35)

--	--	--

Postal Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Daytime Telephone Number including Country Code

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

\*Required Information

**Additional Score Report Recipients**

■ Refer to program codes posted at **www.mba.com**. The program code list is updated monthly. If institution is not listed, leave the code number box blank.

■ Use the country codes in Appendix A to complete this form.

**1. Name of Institution/Program**


Code Number

City

Country Code (see pg. 35)

**2. Name of Institution/Program**


Code Number

City

Country Code (see pg. 35)

**3. Name of Institution/Program**


Code Number

City

Country Code (see pg. 35)

**4. Name of Institution/Program**


Code Number

City

Country Code (see pg. 35)

**5. Name of Institution/Program**


Code Number

City

Country Code (see pg. 35)

**Other Information**

■ For Additional Score Report fee and applicable taxes, please refer to **www.mba.com** or call GMAT® Customer Service in your region.

Additional Score Report Fee

Number of score reports requested

Total (fee × number of score reports requested)

☐ Please send a paper copy of my score report to me (no charge)
Tax (Refer to **www.mba.com** for information on taxes that may be applicable.)

Amount Enclosed

In requesting additional score reports, I hereby agree to the terms and conditions set forth in the current *GMAT® Information Bulletin*, including without limitation those related to testing; score cancellations; exclusive remedies for testing or scoring errors; examinee misconduct and test irregularity policies; confidentiality of the test; and Privacy Policies. As provided in the Bulletin's Privacy Policy and the up-to-date Privacy Policy on **www.mba.com**, I expressly consent to the collection, processing, use, and transmission to the United States of my personally identifiable information (including my test records and the digital photograph, signature and/or fingerprint, and audio/video recording collected at the test center), exclusively for the purposes and in accordance with the principles set forth in the Privacy Policies; I also expressly consent to the disclosure of such data to GMAC® (the "data controller" under certain international laws), its service providers, any score recipient I select (which may be located in a country that does not provide for a level of data protection that is equivalent to the one in my home country), and others as necessary in connection with any investigation of unlawful activity or as required by law. I am fully aware that I have certain rights to access, modify, or rectify personal data as set forth in the Privacy Policies.

Signature

Date (MM/DD/YYYY)



# Country Code List

## Appendix A

**NOTE:** You will only need this list for filling out the mail-in or fax registration form. Some of the countries on this list can only be used for the country of residence field; others may only be used in the country of citizenship field. If you have questions, please contact GMAT® Customer Service in your region.

Country	Code	Country	Code	Country	Code
Afghanistan	AFG	Central African Republic	CAF	Ghana	GHA
Albania	ALB	Chad	TCD	Gibraltar	GIB
Algeria	DZA	Chile	CHL	Greece	GRC
American Samoa	ASM	China	CHN	Greenland	GRL
Andorra	AND	Christmas Island	CXR	Grenada	GRD
Angola	AGO	Cocos (Keeling) Islands	CCK	Guadeloupe	GLP
Anguilla	AIA	Colombia	COL	Guam	GUM
Antarctica	ATA	Comoros	COM	Guatemala	GTM
Antigua and Barbuda	ATG	Congo	COD	Guinea	GIN
Argentina	ARG	Cook Islands	COK	Guinea-Bissau	GNB
Armenia	ARM	Costa Rica	CRI	Guyana	GUY
Aruba	ABW	Côte d'Ivoire (Ivory Coast)	CIV	Haiti	HTI
Australia	AUS	Croatia	HRV	Heard Island/McDonald Islands	HMD
Austria	AUT	Cuba	CUB	Honduras	HND
Azerbaijan	AZE	Cyprus	CYP	Hong Kong	HKG
Bahamas	BHS	Czech Republic	CZE	Hungary	HUN
Bahrain	BHR	Denmark	DNK	Iceland	ISL
Bangladesh	BGD	Djibouti	DJI	India	IND
Barbados	BRB	Dominica	DMA	Indonesia	IDN
Belarus	BLR	Dominican Republic	DOM	Iran	IRN
Belgium	BEL	East Timor	TLS	Iraq	IRQ
Belize	BLZ	Ecuador	ECU	Ireland	IRL
Benin	BEN	Egypt	EGY	Israel	ISR
Bermuda	BMU	El Salvador	SLV	Italy	ITA
Bhutan	BTN	Equatorial Guinea	GNQ	Jamaica	JAM
Bolivia	BOL	Eritrea	ERI	Japan	JPN
Bosnia and Herzegovina	BIH	Estonia	EST	Jordan	JOR
Botswana	BWA	Ethiopia	ETH	Kazakhstan	KAZ
Bouvet Island	BVT	Falkland Islands	FLK	Kenya	KEN
Brazil	BRA	Faroe Islands	FRO	Kiribati	KIR
British Indian Ocean Territory	IOT	Fiji Islands	FJI	Korea, North	PRK
Brunei	BRN	Finland	FIN	Korea, South	KOR
Bulgaria	BGR	France	FRA	Kuwait	KWT
Burkina Faso	BFA	French Guiana	GUF	Kyrgyzstan	KGZ
Burundi	BDI	French Polynesia	PYF	Lao Peoples Democratic Republic	LAO
Cambodia	KHM	French Southern Territories	ATF	Latvia	LVA
Cameroon	CMR	Gabon	GAB	Lebanon	LBN
Canada	CAN	Gambia	GMB	Lesotho	LSO
Cape Verde	CPV	Georgia	GEO	Liberia	LBR
Cayman Islands	CYM	Germany	DEU	Libyan Arab Jamahiriya	LBY

## Country Code List

Country	Code
Liechtenstein	LIE
Lithuania	LTU
Luxembourg	LUX
Macau	MAC
Macedonia	MKD
Madagascar	MDG
Malawi	MWI
Malaysia	MYS
Maldives	MDV
Mali	MLI
Malta	MLT
Marshall Islands	MHL
Martinique	MTQ
Mauritania	MRT
Mauritius	MUS
Mayotte	MYT
Mexico	MEX
Micronesia	FSM
Moldova	MDA
Monaco	MCO
Mongolia	MNG
Morocco	MAR
Mozambique	MOZ
Myanmar	MMR
Namibia	NAM
Nauru	NRU
Nepal	NPL
Netherlands	NLD
Netherlands Antilles	ANT
New Caledonia	NCL
New Zealand	NZL
Nicaragua	NIC
Niger	NER
Nigeria	NGA
Niue	NIU
Norfolk Island	NFK
Northern Mariana Islands	MNP
Norway	NOR
Oman	OMN
Pakistan	PAK
Palau	PLW
Palestinian Territory	PSE
Panama	PAN
Papua New Guinea	PNG
Paraguay	PRY
Peru	PER
Philippines	PHL

Country	Code
Pitcairn Island	PCN
Poland	POL
Portugal	PRT
Puerto Rico	PRI
Qatar	QAT
Republic of Congo	COG
Reunion	REU
Romania	ROU
Russia	RUS
Rwanda	RWA
Saint Helena	SHN
Saint Kitts and Nevis	KNA
Saint Lucia	LCA
St. Pierre and Miquelon	SPM
St. Vincent and Grenadines	VCT
Samoa	WSM
San Marino	SMR
São Tome and Principe	STP
Saudi Arabia	SAU
Senegal	SEN
Serbia and Montenegro	SCG
Seychelles	SYC
Sierra Leone	SLE
Singapore	SGP
Slovakia	SVK
Slovenia	SVN
Solomon Islands	SLB
Somalia	SOM
South Africa	ZAF
South Georgia/Sandwich Islands	SGS
Spain	ESP
Sri Lanka	LKA
Sudan	SDN
Suriname	SUR
Svalbard and Jan Mayen	SJM
Swaziland	SWZ
Sweden	SWE
Switzerland	CHE
Syrian Arab Republic	SYR
Taiwan	TWN
Tajikistan	TJK
Tanzania	TZA
Thailand	THA
Togo	TGO
Tokelau	TKL
Tonga	TON
Trinidad and Tobago	TTO

Country	Code
Tunisia	TUN
Turkey	TUR
Turkmenistan	TKM
Turks and Caicos Islands	TCA
Tuvalu	TUV
Uganda	UGA
Ukraine	UKR
United Arab Emirates	ARE
United Kingdom	GBR
United States	USA
Uruguay	URY
U.S. Minor Outlying Islands	UMI
Uzbekistan	UZB
Vanuatu	VUT
Vatican City	VAT
Venezuela	VEN
Vietnam	VNM
Virgin Islands, British	VGB
Virgin Islands, U.S.	VIR
Wallis and Futuna Islands	WLF
Western Sahara	ESH
Yemen	YEM
Zambia	ZMB
Zimbabwe	ZWE

# Test Center List

## Appendix B

NOTE: This list is subject to change. For the most current test center list, please visit [www.mba.com](http://www.mba.com) or contact GMAT® Customer Service in your region.

## United States and U.S. Territories

State/City	Site ID	State/City	Site ID	State/City	Site ID
<b>Alabama</b>		<b>Connecticut</b>		<b>Indiana</b>	
Birmingham	46960	Wallingford	46989	Evansville	47171
Decatur	46962	Wethersfield	46988	Fort Wayne	47018
Dothan	46961	<b>Delaware</b>		Indianapolis	47020
Mobile	46963	Dover	46991	Merrillville	47019
Montgomery	46964	Newark	46992	Muncie	51813
Tuscaloosa	51803	<b>District of Columbia</b>		Terre Haute	47021
<b>Alaska</b>		Washington	46990	<b>Iowa</b>	
Anchorage	46959	<b>Florida</b>		Coralville	47010
<b>American Samoa</b>		Gainesville	46994	Davenport	47169
Pago Pago	46968	Jacksonville	46995	Sioux City	47011
<b>Arizona</b>		Miami	46996	West Des Moines	47009
Mesa	46969	Orlando	46997	<b>Kansas</b>	
Phoenix	46970	Plantation	46993	Hays	47415
Tucson	46971	Port Charlotte	46998	Topeka	47172
<b>Arkansas</b>		Tallahassee	46999	Wichita	47173
Fort Smith	46965	Tampa	47000	<b>Kentucky</b>	
Little Rock	46966	<b>Georgia</b>		Lexington	47174
Texarkana	46967	Albany	47001	Louisville	47022
<b>California</b>		Atlanta—North	47003	<b>Louisiana</b>	
Anaheim	46972	Atlanta—South	47002	Baton Rouge	47023
Fresno	46973	Augusta	47004	Metairie	47024
Gardena	46974	Macon	47005	Shreveport	47025
Oakland	46975	Savannah	47006	<b>Maine</b>	
Ontario	46976	<b>Guam</b>		Bangor	47035
Pasadena	49777	Tamuning	47007	Westbrook	47175
Redding	46978	<b>Hawaii</b>		<b>Marianas Protectorate</b>	
Roseville	46979	Honolulu	47008	Saipan	47030
San Diego	46980	<b>Idaho</b>		<b>Maryland</b>	
San Francisco	46981	Boise	47012	Baltimore	47031
San Jose	46982	Pocatello	51814	Bethesda	47032
Santa Maria	46983	<b>Illinois</b>		Columbia	47033
Westlake Village	46984	Chicago	47168	Salisbury	47034
<b>Colorado</b>		Marion	47013	<b>Massachusetts</b>	
Greenwood Village	46986	Matteson	47170	Boston	47026
Pueblo	46987	Peoria	47014	Springfield	47028
Westminster	46985	Schaumburg	47015	Waltham	47027
		Springfield	47016	Worcester	47029

State/City	Site ID
<b>Michigan</b>	
Ann Arbor	47036
Grand Rapids	47037
Lansing	47176
Marquette	48014
Southfield	47039
Troy	47040
<b>Minnesota</b>	
Bloomington	48623
Brooklyn Park	47043
Eagan	47042
Hermantown	47041
Rochester	47044
<b>Mississippi</b>	
Ridgeland	47049
Tupelo	47050
<b>Missouri</b>	
Columbia	47045
Kansas City	47046
Springfield	47047
St. Louis	47048
<b>Montana</b>	
Billings	47051
Helena	47052
Missoula	45511
<b>Nebraska</b>	
Lincoln	47061
North Platte	47178
Omaha	47063
<b>Nevada</b>	
Las Vegas	47070
Reno	47071
<b>New Hampshire</b>	
Concord	47064
<b>New Jersey</b>	
Atlantic City	47065
Lyndhurst	47068
Princeton	47067
Somerset	47066
<b>New Mexico</b>	
Albuquerque	47069
<b>New York</b>	
Albany	47072
Brooklyn	47074
East Syracuse	47082
Endicott	47073
Islandia	47076

State/City	Site ID
<b>New York (continued)</b>	
New York—Lower Manhattan	47077
New York—Midtown Manhattan	49074
Rego Park	47079
Rochester	47080
Staten Island	47081
Utica	47083
Watertown	47084
White Plains	47085
Williamsville	47075
<b>North Carolina</b>	
Asheville	47053
Boone	52150
Charlotte	47054
Greenville	47055
Raleigh	47056
Wilmington	47057
Winston-Salem	47058
<b>North Dakota</b>	
Bismarck	47059
West Fargo	47177
<b>Ohio</b>	
Bath	47086
Beachwood	47089
Cincinnati	47087
Columbus	47090
Dayton	47092
Gahanna	47091
Maumee	47093
Westlake	47088
<b>Oklahoma</b>	
Oklahoma City	47094
Stillwater	51815
Tulsa	47095
<b>Oregon</b>	
Beaverton	47097
Medford	47096
Salem	47098
<b>Pennsylvania</b>	
Allentown	47099
Erie	47100
Harrisburg	47101
Horsham	47104
Lancaster	47102
Pittsburgh—East	47105
Pittsburgh—West	47106
Scranton	47107
Wayne	47103

State/City	Site ID
<b>Puerto Rico</b>	
San Juan	47108
<b>Rhode Island</b>	
Warwick	47019
<b>South Carolina</b>	
Columbia	47111
Greenville	47112
Myrtle Beach	52453
North Charleston	47110
<b>South Dakota</b>	
Sioux Falls	47113
<b>Tennessee</b>	
Chattanooga	47114
Johnson City	47115
Knoxville	47116
Memphis	47117
Nashville	47118
<b>Texas</b>	
Abilene	47119
Amarillo	47120
Austin	50509
Bellaire	47121
Corpus Christi	47122
Dallas	47123
Edinburg	50860
El Paso	47124
Houston	47126
Hurst	47125
Lubbock	47127
Midland	47128
Nacogdoches	50353
San Antonio	47129
Tyler	47130
Waco	47131
<b>Utah</b>	
Draper	47133
Ogden	47132
<b>Vermont</b>	
South Burlington	47140
<b>Virginia</b>	
Lynchburg	47135
Newport News	47136
Richmond	47137
Roanoke	47138
Vienna	47134
<b>Virgin Islands</b>	
St. Thomas	47139

State/City	Site ID
<b>Washington</b>	
Renton	47141
Spokane	47142
Yakima	47143
<b>West Virginia</b>	
Charleston	47150
Morgantown	47151
<b>Wisconsin</b>	
Brookfield	47146
Eau Claire	47144
Kenosha	47149
Madison	47145
<b>Wyoming</b>	
Casper	47152

## Americas

Country/City	Site ID
<b>Argentina</b>	
Buenos Aires	48112
<b>Bolivia</b>	
La Paz	48161
<b>Brazil</b>	
Belo Horizonte	200050192
Brasília	43594
Curitiba	44771
Porto Alegre	200050417
Rio de Janeiro	50999
São Paulo	50483
<b>Canada</b>	
Calgary, Alberta	50985
Edmonton, Alberta	50984
Halifax, Nova Scotia	43230
Kitchener, Ontario	50988
London, Ontario	50987
Montreal, Quebec	50485
Ottawa, Ontario	50986
Pickering, Ontario	39515
Regina, Saskatchewan	51757
St. John's, Newfoundland	21865
Toronto, Ontario	50484
Vancouver/Richmond, British Columbia	50486
Victoria, British Columbia	50982
Windsor, Ontario	200050133
Winnipeg, Manitoba	50983

Country/City	Site ID
<b>Chile</b>	
Santiago	1212
<b>Colombia</b>	
Bogota	50758
Medellin	46802
<b>Costa Rica</b>	
San Jose	44928
<b>Dominican Republic</b>	
Santo Domingo	48351
<b>Ecuador</b>	
Quito	46801
<b>El Salvador</b>	
San Salvador	47746
<b>Guatemala</b>	
Guatemala City	50734
<b>Honduras</b>	
Tegucigalpa	46138
<b>Jamaica</b>	
Kingston	200049541
<b>Mexico</b>	
Guadalajara	TBD
Mexico City	50503
<b>Nicaragua</b>	
Managua	51111
<b>Panama</b>	
Panama City	51026
<b>Peru</b>	
Lima	10329
<b>Trinidad and Tobago</b>	
Port of Spain	TBD
<b>Venezuela</b>	
Caracas	48834

## Asia-Pacific

Country/City	Site ID
<b>Australia</b>	
Brisbane	51337
Melbourne	43250
Perth	51338
Sydney	50482
<b>Bangladesh</b>	
Dhaka	51276
<b>China</b>	
Beijing	50488

Country/City	Site ID
<b>China (continued)</b>	
Chang Sha, Hunan University	51045
ChengDu	51046
Dalian City	51047
Guangzhou	50489
Harbin City	51048
Hong Kong	50493
Jinan City	51049
Nanjing	51051
Shanghai	50487
Wuhan City	51052
Xiamen City	51053
Xian City	51054
<b>India</b>	
Ahmadabad	51274
Allahabad	51275
Bangalore	50497
Calcutta	49441
Chennai	50498
Cochin	51277
Hyderabad	50496
Mumbai	50494
New Delhi	50495
<b>Indonesia</b>	
Jakarta	51279
Surabaya	50802
<b>Japan</b>	
Fukuoka - shi	200049015
Hiroshima - shi	47899
Kanazawa - shi	51320
Nagoya - shi	42954
Okinawa - Naha	51449
Okinawa - Naha	51321
Osaka - shi	50948
Osaka - shi	200049097
Sapporo - Hokkaido	49315
Tokyo	50500
Yokohama	50501
<b>Korea</b>	
Pusan	200049382
Seoul	50502
<b>Malaysia</b>	
Kuala Lumpur	51278
Bayan Lepas	50063
<b>Nepal</b>	
Lalitpur	47729

Country/City	Site ID
<b>New Zealand</b>	
Auckland	47541
Christchurch	51057
Wellington	51348
<b>Pakistan</b>	
Islamabad	51626
Karachi	51631
Lahore	51385
<b>Philippines</b>	
Cebu City	49491
Manila	23011
<b>Singapore</b>	
Singapore	50504
<b>Sri Lanka</b>	
Colombo	2923
<b>Taiwan</b>	
Kaohsiung	43587
Taipei	50506
<b>Thailand</b>	
Bangkok	50507
Chiang Mai	51272
<b>Vietnam</b>	
Hanoi	200050247
Ho-Chi-Minh City	50923

## Europe, Middle East, and Africa

Country/City	Site ID
<b>Armenia</b>	
Yerevan	48471
<b>Austria</b>	
Vienna	50337
<b>Bahrain</b>	
Manama	48200
<b>Belgium</b>	
Brussels	29154
<b>Botswana</b>	
Gaborone	45647
<b>Bulgaria</b>	
Sofia	43146
<b>Cameroon</b>	
Yaounde, Douala	44584
<b>Croatia</b>	
Zagreb	32250
<b>Cyprus</b>	
Nicosia	200049010

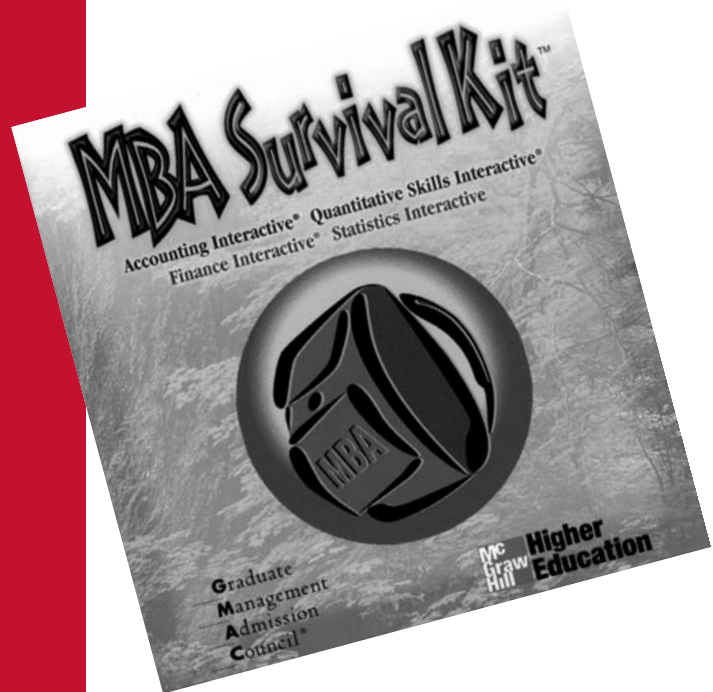
Country/City	Site ID
<b>Czech Republic</b>	
Prague	41962
<b>Denmark</b>	
Aabyhoeja	200049405
Copenhagen	44980
<b>Egypt</b>	
Cairo	50557
<b>Ethiopia</b>	
Addis Ababa	43294
<b>Finland</b>	
Helsinki	46247
<b>France</b>	
Aix-en-Provence	50996
Bordeaux	50995
Lille - Villeneuve d'Ascq	52450
Lyon	51594
Saint-Herblains	51071
Paris	50490
Strasbourg Cedex	3666
Toulouse	51720
<b>Georgia</b>	
Tbilisi	46684
<b>Germany</b>	
Berlin	47950
Düsseldorf	49175
Frankfurt	50491
Hamburg	44808
Munich	44796
<b>Ghana</b>	
Accra	44443
<b>Greece</b>	
Athens	50492
Thessaloniki	49042
<b>Hungary</b>	
Budapest	43001
<b>Iceland</b>	
Reykjavik	44017
<b>Ireland</b>	
Dublin	51689
<b>Israel</b>	
Tel Aviv	50499
<b>Italy</b>	
Milano	200050326
Roma	43199
<b>Jordan</b>	
Amman	40103
<b>Kazakhstan</b>	
Almaty	49554

Country/City	Site ID
<b>Kenya</b>	
Nairobi	44298
<b>Kuwait</b>	
Kuwait City	50285
<b>Lebanon</b>	
Beirut	46832
Zalka - Metn	45171
<b>Lithuania</b>	
Vilnius	49448
<b>Mauritius</b>	
Quatre Bornes/Port Louis	50378
<b>Morocco</b>	
Rabat	46539
<b>Netherlands</b>	
Amsterdam	48019
Utrecht	200048860
<b>Nigeria</b>	
Abuja	51024
Lagos	27688
<b>Norway</b>	
Oslo	200049955
<b>Poland</b>	
Warsaw	50971
<b>Portugal</b>	
Lisboa	31655
Porto	37044
<b>Qatar</b>	
Doha	46778
<b>Romania</b>	
Bucharest	46816
<b>Russia</b>	
Moscow	28866
Novosibirsk	200050065
St. Petersburg	42462
<b>Saudi Arabia</b>	
Damman (Men only)	44647
Damman (Females only)	51379
Riyadh (Men only)	36112
Riyadh (Females only)	51380
<b>South Africa</b>	
Bryanston	200049554
Cape Town	200050355
Pretoria	47464
<b>Spain</b>	
Barcelona	46419
Madrid	50505
Seville	31188

Country/City	Site ID
<b>Sweden</b>	
Göteborg	43711
Stockholm	51292
<b>Switzerland</b>	
Lausanne	42479
Wallisellen/Zurich	3831
<b>Tanzania</b>	
Dar es Salaam	48823
<b>Tunisia</b>	
Tunis	48405
<b>Turkey</b>	
Ankara	47374
Istanbul	50508
Izmir	51025
<b>Uganda</b>	
Kampala	50972
<b>Ukraine</b>	
Kiev	43302
<b>United Arab Emirates</b>	
Abu Dhabi	49336
Dubai	49335
<b>United Kingdom</b>	
Belfast	48868
Edinburgh	48901
London	50140
Manchester	48978
Motherwell	48954
Reading	48974
Sutton Coldfield	49001
<b>Uzbekistan</b>	
Tashkent	42424
<b>Zambia</b>	
Lusaka	32265



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